



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GEAR UP FOR YOUR FIRST DAY!

Day 1 Prep Guide

You are almost ready for your first day of adventure. You will receive an email from our HR department with a detailed agenda of your first day. The agenda will include the time, location, dress code, parking information, and other details of the day. Please review the agenda and make sure you have everything you need for your first day. You can also reach out to your manager if you have any questions or concerns.

Some quick tips:

- Check your email for the first day agenda from HR
- Documentation:
 - * I-9 recommended forms (ID, Passport, Resident Card, etc...)
 - * Social Security Card
 - * For PAYROLL DIRECT DEPOSIT - please bring a **voided check**, a **photocopy of a voided check**, or a **letter from your bank**
 - * Prepare your questions and expectations: Think about what you want to learn, achieve, and contribute to your new role
 - * Pack your essentials: Make sure you have everything you need for your first day, such as a notebook, pen, water bottle, snacks, etc.
 - * Arrive on time and dress appropriately: Plan to arrive at least 15 minutes before the start of the orientation events and follow the dress code specified in the agenda
 - * Be yourself and have fun: We want you to feel comfortable and confident in your new role and team. Don't be afraid to ask questions, share your ideas, and express your personality. We are excited to get to know you and work with you. We can't wait to see you on your first day! 😊