



YMCA OF  
GREATER NEW YORK

# 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.

### Quick Tips:

- **Check your email** for the first day agenda from HR
- **Important documents to bring:**
  - Required documents for employment authorization (must be original and unexpired) – such as your Passport, Photo ID, or Resident Card
  - Social Security Card
  - Payroll Direct Deposit information – a voided check, photocopy of a check, or a letter from your bank
- **Prepare questions and expectations** – think about what you'd like to learn, accomplish, and contribute to your new role.
- **Pack your essentials** – bring anything you need for a comfortable and productive day, such as a notebook, water bottle, and snacks.
- **Arrive on time and dressed appropriately** – plan to arrive about 15 minutes before orientation begins. If you expect to be delayed, please notify your Branch HR Representative. Follow any dress guidelines listed in your agenda or for your new role.
- **Be yourself and have fun** – feel free to ask questions, share ideas, and get to know your team. We want you to feel comfortable and confident as you begin your journey at the Y.

We're excited to work together and look forward to seeing you on your first day!