

Your first day, made clear

Free first-day checklist • adapt for your team

Teammate: _____ Trainer: _____ Date: _____

- ☐ Confirm today's meeting point, start time and named trainer.
- ☐ Review the approved job scope and where the current checklist lives.
- ☐ Identify which tasks require separate training or authorization.
- ☐ Watch a trainer demonstrate one approved routine workflow.
- ☐ Explain the expected result and the escalation contact back to the trainer.
- ☐ Complete one supervised practice and record specific feedback.
- ☐ Agree the next training session and current supervision limits.

What went well: _____

Next practice / session: _____

Manager review: _____

Use with approved training and required employment/safety processes. One-business internal use; no resale. This checklist does not authorize independent or specialized work.