

Preparing to start work



1) Getting to work

- Map out your travel route to and from work and trial it a few times to ensure you know your way and will arrive at work on time.
- If driving, know where to park and the cost of parking.
- Undertake travel training or orientation and mobility training if required for independent travel.
- If using public transport, make sure you have a valid Myki card and always plan an earlier travel route so that you are at work on time even if there is a delay or cancellation.
- Prepare a back-up travel plan in case your usual travel option is not available.
- Have an Uber account and taxi number handy as part of your back-up travel plan.
- Have your employer's number in your phone and call them if running late.

2) Arriving at work on your first day

- Have a work contact name and phone number in preparation for your first day.
- Arrive 10 minutes early and present yourself at reception to ask for your manager or supervisor.
- Arrive with a full water bottle or mug as many office kitchens have individually owned mugs and you don't want to be caught accidentally using your boss' mug.
- Bring your own lunch and snacks to work on your first day until you discover local cafés.
- Bring a notebook and pen or any adaptive technology you already own that you will need for your role.

3) How to dress for work

- Make sure you are clean and well groomed.
- At your interview, identify the dress code of colleagues in similar roles and prepare to dress in a similar way.
- Ensure you look professional with clothes suited to your role as first impressions count.
- Check with your employer to identify if a uniform or protective safety clothing is required.

4) Preparing for your role

- Ask your employer for information about your role before you start.
- Read key documents related to your role so that you are informed about technical terminology and work activities before you commence.
- Research the organisation so that you are aware of their mission, vision and values in order to present knowledgeable about the organisation upon commencement.

5) Addressing disability-related barriers

- Arrange with your DES (Disability Employment Service) or local disability service provider to conduct co-worker disability awareness training in preparation for your commencement.
- Work with your DES and JobAccess to arrange a work place assessment.
- Ensure your work place is accessible for you to independently and safely function.
- Ensure you have sufficient adaptive technology and / or assistive devices to perform your role while waiting for additional JobAccess funded equipment.