First Job Workplace Skills Starter Checklist

A practical checklist for new workers learning how work works.

Resource ID: W1-RES-001 | Keyword: FIRST JOB

How to use this checklist

Use this after your first week or first month at a job. The goal is to learn the workplace map before you need it, collect proof while details are fresh, and build the basic habits that make work easier to navigate.

Find the workplace map

- [ ] Where do the written rules live? Find the handbook, portal, app, policy folder, or onboarding packet.
- [ ] How are schedules posted or changed? Write down where to check and who confirms changes.
- [ ] How are call-outs handled? Save the process before you need it.
- [ ] Where do you check your hours, time records, and paystub?
- [ ] Who do you ask when something feels unsafe, unclear, or different from what you were told?
- [ ] What reporting path exists for harassment, discrimination, safety, pay, or policy concerns?

Track what you are learning

- [ ] Tasks I am learning:
- [ ] Tools, systems, apps, or equipment I am using:
- [ ] Customers, clients, students, patients, or internal teams I support:
- [ ] Problems I helped solve:
- [ ] Processes I now understand better:
- [ ] Training, certifications, or orientation steps I completed:

Weekly proof prompt

What did I learn?	
What did I handle?	
What proof do I have?	

How could I use this later?	

Sources to read next

Use these sources for additional context. They are not a substitute for legal, financial, or individualized career advice.

U.S. Department of Labor YouthRules - Young Workers: https://www.dol.gov/agencies/whd/youthrules/young-workers

U.S. Department of Labor Young Worker Toolkit: https://www.dol.gov/agencies/whd/youthrules/young-worker-toolkit

EEOC Youth@Work rights and responsibilities factsheet: https://www.eeoc.gov/youth/youthwork-your-job-your-rights-your-responsibilities-factsheet

OSHA Worker Rights: https://www.osha.gov/workers

CareerOneStop Resume Guide - Work Experience: https://cloudfront.careeronestop.org/JobSearch/Resumes/ResumeGuide/work-experience.aspx

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