

## The Adams Earn & Learn Program: Your First Day

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### The Guide to Your First Day...and All the Other Days at Work

Before you begin the Adams Earn & Learn Program (E&L), it's important to be aware of expectations for professional behavior. You should expect to be treated by your supervisors and co-workers with dignity and respect at all times. In turn, you are expected to behave in a professional, ethical and respectful manner at the worksite. Professionalism includes your dress, demeanor, communication and overall behavior.

Whether you're enrolled in a "credit" or "non-credit" course, you should develop written goals and objectives for the experience

### Administrative Details

Documents You May Need/Forms You'll Fill Out - On the first day of work, you may be asked to provide documents that establish your identity (such as driver's license or passport) and indicate your authorization to work in the United States (Social Security Card, Green Card, etc.), particularly if it's a paid position. You will also be asked to fill out a number of forms to put you on the company's payroll. Tax withholding forms, vehicle registration forms for parking, or personal contact information in the case of an emergency are some of the forms you might be asked to complete as well as other required human resources forms. Complete these promptly as requested, since not completing them may result in you not getting paid.

### Working with Your Supervisor and Team

On the first day, or within the first few days, you will be introduced to the work team. Most of the time you will work directly with your supervisor, but other times you may work with other team members.

Try to get to know the other members of the work group and learn about their job functions, since it may be important for you to work with others on the team to do your job effectively. Don't be afraid to take notes so that you can review them later or ask questions that may not occur to you at first.

Look for someone who might be a role model and if so, try to connect with them to introduce yourself. Begin to build a group of professional colleagues since they will be vital to your learning and helpful later as you begin to explore your career options.

An experienced professional employee is a good resource to have. Also, do not underestimate the importance of the support staff (secretaries and clerical staff); they, too, can be a source of information on general office practices.

If there are other E&L candidates in the organization, do not spend all your time gravitating towards them; get to know the regular staff. Remember, you are learning a job as well as learning about a company and its culture, which includes meeting others across the business.

At the end of your first day, touch base with your supervisor in person, if possible, or via email to learn whether there is anything that you might prepare to do tomorrow. It's also good to let your supervisor know how the day went and what you were able to accomplish and learn.

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Networking. (n.d.). Retrieved October 01, 2020, from <https://blogs.shu.edu/internships/working-day-to-day/networking/>