



ONBOARDING

Your Job

SUPPLIES

- Identification
- Uniform or specific attire
- Job specific tools



DOCUMENTS

- W-4 Form
- I-9 Form
- Employee Handbook
- Direct deposit



TRAINING

- Online
- In person
- Videos
- Tutorials
- Workbooks



PEOPLE

- Direct Supervisor
- Co-Workers
- Human Resources



Starting a new job is exciting, but it also requires a lot of preparation for both you and your employer.

Every job is different, but there are a few things that you can expect from any job. KY-SPIN has put together a list of common things to expect at your new job and a few things you can do to get started on your own!

You

PRACTICE

- Learn your travel route
- Adjust sleep schedule
- Practice manners

SUPPORTS

- Family Member
- Teacher
- Friend
- Community Member

