Checklist for your first day on the job

	Item	Question to ask
☐	Point of Contact for the First Day	Whom should I ask for when I arrive?
☐	ID Badge	Has an ID badge already been requested and activated so I can access needed areas of the facility?
☐	EHR Access	Which EHR system will I be using at your facility? If I'm unfamiliar with it, do you provide training or a cheat sheet to help?
☐	Locker Locations	Have I been assigned a locker or other space to keep and store personal items?
☐	Dictation System Access	What dictation system does your facility use? Are there instructions available if I'm unfamiliar with it?
☐	Map of Facility	Do you have a map available with important areas highlighted, including clinical areas, break rooms and locations where meetings are held?
☐	Computer Desk/ Availability	Where is a computer station located where I can enter notes?
☐	Pagers/Keys	Will I be issued keys or a pager while working at the facility?
☐	Timesheets	Who will be approving my weekly timesheets?