

Name \_\_\_\_\_

Date \_\_\_\_\_

# Are You Ready for Your New Job?

**Directions:** How ready are you for your new job? Take this quiz and find out!

A. Name three documents you might need on the first day of a new job.

- 1.
- 2.
- 3.

B. Name three forms you will need to complete as you start a new job.

- 1.
- 2.
- 3.

C. Who should you report to when you start a new job?

D. What document might tell you about employee benefits at a particular company?



E. Who can tell you about your job duties at a new job?

F. Name four things you would want to find out BEFORE your first day on a new job.

1.

2.

3.

4.

G. What are three topics that might be covered during orientation to a new job?

1.

2.

3.