



# CANDIDATE FIRST DAY CHECKLIST

reogroup temporary staff



- 1.** Before you arrive please ensure you are set up in TIMETEMP and that your contract has been returned to us.
- 2.** Be on time! But on time is late so be at least 15 minutes early.
- 3.** Text your recruiter to let them know you have arrived safely for your first day.
- 4.** Onboarding - meet the key people, meet your manager.



- 5.** OH&S - make sure you are shown the fire exits and exit plan.
- 6.** I.T - let's get set up! Make sure you are guided through access to laptops and the software needed to execute your role.
- 7.** Handover of work and on-desk training
- 8.** End of day check in call - let's chat and reflect... call your recruiter and let them know how the first day was.

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