

Starting work

Starting work can be hard but we are here to help



Easy read fact sheet



Remember everyone feels scared and nervous on the first day at work.



Try to keep calm and ask when you are unsure about something.



Starting a new job can also be very exciting.



This guide will help you prepare and be ready to start your new job.

Employment offer



If you get the job, you will get sent a letter or an email with a conditional offer.



This means the employer would like to give you the job but wants to get to know you a bit more first.



An employer will ask for a reference from someone you have worked with before, or a friend.



When the employer is happy with your references, you will get a formal job offer.



You will then have to sign a contract to accept the job.

Preparing for your first day



Make sure you agree what day you are starting with your employer.



Ask what the dress code is or if there is a uniform you should wear.



Plan how to get to work before your first day.



If you are using public transport, practice the journey before the first day.



Make sure you know who to ask for when you arrive on the first day.



Make sure you have the work phone number and address.



Remember to talk to people about how you are finding your new job.



This can be with family, friends, job coaches or with your line manager at work.



If you would like support from Ready, Willing and Able please fill in our contact form on the website.



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SeeAbility is the operating name of the Royal School for the Blind founded in 1799. Registered charity number 255913.
Reviewed: May 2021