

First job checklist

Follow this easy checklist to make sure you land the job you're after and hit the ground running.

Before you apply

Bank account

Make sure you have an Australian bank account open and ready to go.

Social media hygiene

Make sure your social media accounts are private with no inappropriate posts.

Resume

Create a resumé that includes all your personal details and any achievements from school, volunteer work or other qualifications.

Tax File Number

You'll need to apply for a Tax File Number with the Australian Taxation Office online and finish off your application in person at Australia Post.

Superannuation

Compare different superannuation funds for contributions to be paid to. Opening an account is easy and can be done all online¹.

On your first day

Essential details

On your first day, your new boss will ask you for 3 things:

1. Your bank account details
2. Your Tax File Number
3. Your superannuation fund details

Clothes

Find out in advance whether you need to wear specific clothes to your job and ensure you're presentable.

Notepad & pen

Always have a notepad and pen to write down important information and show you're keen to learn.

Shift starts

It's better to be 10 minutes early rather than one minute late. Leave well in advance of your arrival time and account for traffic and delays.

Things to remember

Be enthusiastic

If you work with a smile and seem eager to learn, you'll impress your boss and make friends in no time.

Work timetable

Mark down or take a photo of your dates rostered to work including start and finish times.

Pay day

Mark in your calendar when your pay is due in your bank account.

Consider a savings goal

Once you get a working routine, you can then look at setting a savings goal to work towards.



For more information

Please visit australiansuper.com/newtosuper or scan the QR code below:



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