



Workplace Welcome Guide

The Ability-Focused Approach

[Company Name] Workplace Welcome Guide

Welcome [Employee Name]

We're glad you're joining our team!

Starting a new job can bring a lot of questions. This guide is designed to answer the things people often wonder about—but aren't always told—before their first day.

Our Ability-Focused Approach

At [Company Name], we take an ability-focused approach.

That means:

- We focus on what people can do
- We provide information clearly and early
- We understand that people work, learn, and communicate in different ways
- We encourage questions and requests for support

This guide is part of how we create a workplace where people feel welcome from the very beginning.

How to Use This Guide

This document is completed by the employer and shared with new employees before their first day.

There are no “right” or “wrong” needs.

If something is unclear or support is needed, we encourage open conversation.

Your Main Contact:

Name: _____

Title/Role: _____

Phone or Email: _____

Please contact this person if you have questions before your first day.





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First Day Information Checklist

(To Be Completed by the Employer)

Arrival Details

- First day date: _____
- Start time: _____
- Expected end time _____
- Where to arrive (building/entrance): _____
- Who to ask for upon arrival: _____

Parking & Transportation

- Parking location: _____
- Parking instructions (permit, cost, access): _____
- Public transit or alternate access details (if applicable): _____

What to Wear & Bring

- Dress code / workwear: _____
- Safety equipment or uniform provided?
 Yes No
If yes, please explain: _____
- What to bring on Day One (ID, lunch, tools, etc.): _____

Day One Overview

- What the first day will mainly include:**
- Orientation
- Training
- Job shadowing
- Other: _____
- Break times (if known): _____





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Lunch arrangements:

- Bring your own
- On-site options
- Other: _____

Work Environment Information

General work setting (check all that apply):

- Office
- Manufacturing
- Warehouse
- Outdoor
- Food processing
- Other: _____

Environment notes (noise, temperature, lighting, PPE, standing/walking):

Workplace Support & Adjustments

We welcome conversations about support needs.

Who to contact for workplace adjustments or support:

How to request support (email, in person, form, etc.):

Examples of support may include:

- Clear instructions or written steps
- Adjusted training pace
- Sensory considerations
- “Help us learn: is there anything we may not have thought about that would support you?”

Requesting support will not negatively affect employment.

Helpful Reminders for New Employees

- ✓ It's okay to ask questions
- ✓ It's okay to take time to learn
- ✓ It's okay to need information repeated
- ✓ Support is part of how we work

We're glad you've joined our team—and we're looking forward to working with you.

