



Workplace Welcome Guide

The Ability-Focused Approach

Workplace Integration Starts Before Day One

Starting a new job can feel exciting—and overwhelming.

Many people worry about things they don't always feel comfortable asking:

- Where do I park?
- What should I wear?
- Who do I report to?
- How long is my first day?
- What if I need help or adjustments?

This Workplace Welcome Guide exists to answer those questions **before you're the employee's first day**, so they can arrive feeling prepared, calm, and confident.

Why This Guide Matters

Not everyone experiences a new workplace the same way. Some people **may experience anxiety, sensory overload, communication differences, or uncertainty about expectations**. Others may simply prefer clear information in advance.

- Providing details ahead of time helps:
- Reduce first-day stress and uncertainty
- Support people of all abilities and learning styles
- Create a welcoming and respectful workplace
- Help new employees focus on learning—not worrying

This is part of our ability-focused approach.

What “Ability-Focused” Means

Being ability-focused means:

- We focus on what people can do
- We remove unnecessary barriers
- We share information clearly and early
- We understand that support needs can look different for everyone

This guide is **not** about special treatment—it's about **good preparation and clear communication**, which benefits everyone.





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[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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The Ability-Focused Approach *cont'd...*

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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The Ability-Focused Approach *cont'd...*

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
- Equipment or workstation adjustments

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.

