



Task Title: First Day of Work

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read an email sent to a new employee about the first day of work, and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

When accepting a job offer, new employees are often given instructions for the first day of work. Understanding where to go, what to bring, and what to expect are important when preparing for the first day.

Read the email sent to Priya Sharma with information about her first day as an Administrative Assistant.

Task Title: FirstDayOfWork_E_A1.2

Date: June 26, 2026

From: jparker@digitaledge.ca

To: Priya Sharma

Dear Priya,

We are delighted that you have accepted the offer to work at Digital Edge Consulting and look forward to having you join us on Monday July 6. Unfortunately, I will be on vacation for the first two weeks of July so the human resources manager, Mandy Soong, will be assisting you with onboarding and orientation until I return to the office on Monday July 20.

Here are a few notes for your first day. Office staff, including administrative assistants, work from 8:30am-4:30pm with a 1-hour lunch break. Administrative assistants stagger their lunch breaks so that the front desk is always staffed. Mandy will show you where the lunch schedule is once you've started. We usually don't schedule administrative assistants to work alone until they've worked beside current employees for at least two weeks.

On your first day, please arrive at 9am so that Mandy has a chance to get everything ready for you. You can meet her in the lobby of the building. Please enter through the West entrance door; this is where I met you for your interview. Mandy will have your staff card and keycodes so you can access the building moving forward. Please remember to send your picture to Mandy for your staff card. This needs to be received at least one week before your start date. More information is in the orientation package you received last week.

If you have any questions, you can reach out to me before Friday July 3 at 4:30pm. I'll see you when I'm back on July 20th. I hope you have a great first two weeks and I'm looking forward to working with you.

Sincerely,

Janis Parker

Office Manager – Digital Edge Consulting

Work Sheet

Task 1: What is Priya's first day of work?

Answer:

Task 2: What time is Priya supposed to arrive at work on her first day?

Answer:

Task 3: Who will meet Priya in the lobby on her first day?

Answer:

Task 4: When does Priya need to send a picture for her staff card?

Answer:

Task 5: When will the Office Manager be back from vacation?

Answer:

Answers

Task 1: What is Priya's first day of work?

Answer: Monday July 6

Task 2: What time is Priya supposed to arrive at work on her first day?

Answer: 9am

Task 3: Who will meet Priya in the lobby on her first day?

Answer: Mandy Soong, Human Resources Manager

Task 4: When does Priya need to send a picture for her staff card?

Answer: At least one week before her start date (by Monday June 29)

Task 5: When will the Office Manager be back from vacation?

Answer: July 20th

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
