The Career Compass
Building Career-Ready Professionals for the Real World of Work.

Workplace Readiness Checklist

Your First Job Is Also a Test of How You Work

Who is this for? Fresh graduates and early-career professionals

Purpose: Prepare for behaviours, habits and practical workplace expectations.

Professional Discipline

☐ I understand that punctuality and reliability matter.

☐ I complete commitments or communicate early when I cannot.

☐ I track tasks, deadlines and follow-ups.

☐ I understand availability and attendance as professional responsibilities.

Communication

☐ I listen before responding.

☐ I communicate clearly and respectfully.

☐ I know when to use email, chat, a call or a meeting.

☐ I write professional messages.

☐ I ask when expectations are unclear.

Ownership & Work

☐ I understand the expected outcome before important work.

☐ I take responsibility for assigned work.

☐ I check my work before submitting.

☐ I communicate mistakes and learn from them.

☐ I look for ways to improve.

Working With People

☐ I respect different working styles.

☐ I receive feedback without becoming defensive.

☐ I can disagree professionally.

☐ I contribute to team outcomes.

☐ I maintain professional workplace relationships.

Learning & Growth

☐ I seek feedback.

☐ I maintain notes on what I learn.

☐ I understand the business context of my work.

☐ I am building relevant skills.

☐ I know what to improve over the next 3–6 months.

My Next 3 Actions

1. _____

2. _____

3. _____

Career Compass reminder: A compass provides direction. It does not walk the journey for you.