



C.O.R.E. Susquehanna AmeriCorps

Getting Things Done...

MEMBER SITE ORIENTATION CHECKLIST

This Member Site Orientation Checklist is a guided introduction of a member to the placement site. C.O.R.E. Susquehanna strongly believes orientation is important to help the member adjust to the new environment and to ensure thorough understanding of the site's philosophy, policy and procedures. This guide outlines the minimum information that should be covered during the member's first week at the site. The member should initial each item covered during the orientation. Upon completion of the orientation, the member and supervisor shall sign and date the form.

- | | |
|---|---|
| <input type="checkbox"/> Site philosophy/mission | <input type="checkbox"/> Review position performance standards and Explanations |
| <input type="checkbox"/> Site organization/accountability (who does what, to Whom does the organization relate, how do the AmeriCorps philosophy and mission "fit" with the site) | <input type="checkbox"/> Review personnel policies |
| <input type="checkbox"/> Review position description (supervisor and member) with emphasis on goals, objectives, and tasks. | <input type="checkbox"/> Review disciplinary policies/procedures for AmeriCorps members. |
| <input type="checkbox"/> Review program/site mission and objectives | <input type="checkbox"/> Tour of site including break room or kitchen (use of break room, coffee responsibilities, smoking policies, etc) |
| <input type="checkbox"/> Introduce member to supervisors and co-workers | <input type="checkbox"/> Review site reimbursement policies (include mileage and accrued expenses for position) |
| <input type="checkbox"/> Introduce member co-workers | <input type="checkbox"/> Review service schedule |
| <input type="checkbox"/> Review member training schedule. | <input type="checkbox"/> Review bulletin boards and mail system. |
| <input type="checkbox"/> Review position description | <input type="checkbox"/> Review site abuse (child, elderly, etc.) reporting procedure. |
| <input type="checkbox"/> Review supply protocol (location, ordering, etc) | <input type="checkbox"/> Review telephone system and telephone protocol |
| <input type="checkbox"/> Review of lunch/meal policies | <input type="checkbox"/> Review support staff/procedures |
| <input type="checkbox"/> Review of sign in-out procedures | <input type="checkbox"/> Review of security (issuing keys, etc) |
| <input type="checkbox"/> Review of Member's Accomplishment Report | <input type="checkbox"/> Review dress codes and expectations |
| | <input type="checkbox"/> Other (list) |

(Please Turn Over & Complete Final Section)

MEMBER SITE ORIENTATION CHECKLIST (Continued)

Site: _____

Date of Orientation: _____

Member Position: _____

Supervisor Name: _____

Member Name: _____

Supervisor Signature: _____

Member Signature: _____