

Orientation Checklist

Below are some ideas of how to help a student become oriented to your workplace/organization. It is very helpful and important for our students to have the expectations clearly outlined at the beginning of their time with you.

Welcome and Introduction:

General overview of the company and your overall expectations of the student

Tour:

Overall tour of the facility

Complete tour of work area

Introductions to staff (especially those with whom the student will work)

Where will the student be located? A specific team/desk/location/floor?

The Workplace/Facility:

Rest rooms

Lunch facility/policy

Parking

Where to store personal belongings/lunches

Workplace Specific:

What is the dress code?

What is the cell phone policy (please be very specific)?

Explanation of work schedule including expected hours on site

Expectations for remote work/time/space (if applicable)

Break times/Lunch break

How should the student sign in when the student first arrives?

What is the best way to contact you if they have to miss work?

Confidentiality- what does that mean at your site?

Safety Training:

Stairwell/fire exits

Fire extinguishers

Special hazards

Accident prevention

Fire alarms