

2019-2020 Birth & Beyond Service Site Orientation Checklist

The checklist below reflects all of the items that will be covered in your first 45 days of service. During your orientation sessions, each item will be checked off as it is covered to ensure that we cover everything on the list. If you have any questions, please feel free to discuss them with your supervisor.

Supervisors: *The person who provides the orientation, not the member, should enter his/her name in the space to the right of each section and then initial and date to confirm that he/she covered each of the items in that section with the member. Please submit the completed checklist with the Initial Assessment.*

<p>◆ Knowledge of the bigger picture:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce the member to the community and targeted beneficiaries <input type="checkbox"/> Give background on the socio-economic and political structure of the community <input type="checkbox"/> Give an overview of the purpose and function of FRCs <input type="checkbox"/> Introduce potential resources that can be applied to achieving project goals <input type="checkbox"/> Provide a history and the present status of community challenges and culture <input type="checkbox"/> Provide a history of Birth & Beyond and introduction to funding 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Staff Name:</td> </tr> <tr> <td style="text-align: center;">Initials</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Staff Name:		Initials	Date		
Staff Name:							
Initials	Date						
<p>◆ Understand the culture of the sponsoring organization:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the History and mission of the organization and where the AmeriCorps project fits within the organization <input type="checkbox"/> Explain the organization's role in the community and how the AmeriCorps project fits within the organization <input type="checkbox"/> Introduce member to the staff and community partners 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Staff Name:</td> </tr> <tr> <td style="text-align: center;">Initials</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Staff Name:		Initials	Date		
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<p>◆ Understand the organization policies that apply to them:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the organization dress code with specifics on what is appropriate and what is not appropriate on given occasions such as meetings, casual days, special events, and in the office <input type="checkbox"/> Explain the process for requesting time off or requesting adjustments in their hours <input type="checkbox"/> Review their benefit policies such as housing (VISTA) and mileage reimbursement <input type="checkbox"/> Explain the organizational emergency procedure and safety plans. Review COOP. <input type="checkbox"/> Review staff/member safety forms <input type="checkbox"/> Review expectations around using office equipment; share special codes and help them get set up at their office station with voicemail, email, and network passwords 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Staff Name:</td> </tr> <tr> <td style="text-align: center;">Initials</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Staff Name:		Initials	Date		
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<p>◆ Understand common <u>expectations</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the supervision style and have the member discuss what they feel they need from a supervisor <input type="checkbox"/> Set regular one-on-one meetings between the member and supervisor <input type="checkbox"/> Clear understanding of the lines of communication and chain of command <input type="checkbox"/> Clear understanding of what the supervisor expects of the member and vice versa <input type="checkbox"/> Clear understanding of what meetings or events the member must attend on a regular basis and why <input type="checkbox"/> Review service expectations and program calendar (i.e.) (regular hours, special events, holiday/office closures, etc.) <input type="checkbox"/> Review the project goals and member responsibilities to be clear on what is expected of them on a daily basis: introduce the performance evaluation tool, review leave of Absence procedure <input type="checkbox"/> Review the reporting requirements and their role 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Staff Name:</td> </tr> <tr> <td style="text-align: center;">Initials</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Staff Name:		Initials	Date		
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Member Name (Print)

Member Signature & Date

Supervisor Signature & Date