**Birth& Beyond**   **First 5**  **PATH**  F.**Y.I.**  **VISTA**

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.

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| * **Knowledge of the bigger picture:** * Introduce the member to the community and targeted beneficiaries * Give background on the socio-economic and political structure of the community * Introduce potential resources that can be applied to achieving project goals * Provide a history and the present status of community challenges and culture * Outline what organizational policies apply to them as a AmeriCorps and which ones do not, and why | **Staff Name:** | |
| **Initials** | **Date** |
|  |  |
| * **Understand the culture of the sponsoring organization:** * Review the History and mission of the organization and where the AmeriCorps project fits * Explain the organization’s role in the community and how the AmeriCorps project fits * Introduce member to the staff and community partners | **Staff Name:** | |
| **Initials** | **Date** |
|  |  |
| * **Understand the organization policies that apply to them:** * 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 * Explain the process for requesting time off or requesting adjustments in their hours * Review their benefit policies such as housing (VISTA) and mileage reimbursement * Explain the organizational emergency procedure and safety plans. Review COOP. * 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 | **Staff Name:** | |
| **Initials** | **Date** |
|  |  |
| * **Understand common expectations:** * Explain the supervision style and have the member discuss what they feel they need from a supervisor * Set regular one-on-one meetings between the member and supervisor * Clear understanding of the lines of communication and chain of command * Clear understanding of what the supervisor expects of the member and vice versa * Clear understanding of what meetings or events the member must attend on a regular basis and why * Review service expectations and program calendar (i.e.) (regular hours, special events, holiday/office closures, etc.) * 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 * Review the reporting requirements and their role | **Staff Name:** | |
| **Initials** | **Date** |
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Member Name (Print) Member Signature & Date Supervisor Signature & Date