



# On Site Orientation and Training Checklist Promise Fellow 18-19

The items on this list should be completed within the first month of your service as a Promise Fellow. Determine with your supervisor whether or not a checklist item applies. This list may not be exhaustive or inclusive of all necessary onboarding activities at your site.

## I have been formally introduced:

- To office, staff, volunteers, school/community partners, students, parents, interns, etc.
- At a staff meeting, board meeting, committee meeting, Youth Success Team meeting, etc.

## I have been oriented to:

- Work area (ex. desk, computer, file cabinet, etc); location of previous Fellow's documentation/files
- Keys/use of ID card; how to access the office during non-regular office hours
- Office basics; how to use copy machine, fax, printer, where to find office supplies
- Phone policies; how to dial out, long distance, greeting, etc.
- Technology and social media policies; what to know for student/youth access, passwords, etc.
- How to submit mileage reimbursements
- Parking area
- Mail delivery, office protocols, etc.
- Risk management procedures (ex. procedures for fire/tornado drill, location of first aid kit, other safety procedures)

## I have been provided these items in writing and they have been reviewed with my supervisor:

- Regular office hours; expectation of hours I will be serving including what Summer programming will look like
- Member Agreement and organization/school policies
  - Attendance policy
  - How to call in sick
  - How to request time off
  - Holiday and in-service days schedule
  - Snow day policy
  - Mandated reporting policy
  - Non duplication/displacement policy
- Dress code for the site
- Process for requesting professional development funds (if available)

## I have been introduced and trained on:

- Site focus list referral process and intervention training
- Site based curriculum to be used in programming (if applicable)
- How to access student information
- Accessing resources they might access to shape programming
- Behavior protocols, staff/student boundaries and expectations for your school/organization