

Orientation to the Workplace

Student Learner: _____ Date: _____

Worksite: _____ Supervisor Name: _____

DIRECTIONS: Refer to this checklist to ensure you, the student learner, obtains information concerning the following factors. Check each as it is completed. The completed form will be scanned into your digital portfolio and kept in your permanent school record.

WORKPLACE ORIENTATION CHECKLIST:

- 1. Given copies of printed materials regarding workplace issues.
- 2. Learn the worksite's history.
- 3. Identify the worksite's product line(s) or services provided.
- 4. Learn worksite policies and procedures regarding:
 - A. Hours of operation/work
 - B. Overtime policies
 - C. Pay periods
 - D. Vacation policy
 - E. Holiday policy
 - F. Appropriate dress or grooming
 - G. Safety rules
 - H. Emergency procedures
 - I. Procedures for absences (ex. 2 week notice is expected, etc.)
 - K. Procedures for arrival and departure (ex. Time cards logged, etc.)
 - M. Policies about the use of cell phone or company phone.
- 5. Learn facility layout
 - A. Work areas
 - B. Restrooms
 - C. Emergency Exits
- 6. Learn departmental rules including:
 - A. Lunch periods
 - B. Work schedules
 - C. Days off
 - D. Presence of food at workstation
- 7. Introductions to employees.
- 8. Make sure all documentation is signed and turned in to Mrs. Price.

JOB SHADOW ORIENTATION CHECKLIST:

- 1. Explain use of social media and cell phone expectations
- 2. Explain importance of student learner's participation in the job shadow experience.
- 3. Sign all documentation needed.

Student Learner Signature: _____ Date: _____

Worksite: _____

Supervisor Signature: _____ Date: _____