



Co-op



ORIENTATION CHECKLIST

INSTRUCTIONS: Use one checklist for each student. Review information with the student after five days to ensure thorough comprehension.

STUDENT NAME: _____

- Explain the business organization and give specific information about the department in which they will work.
- Introduce the student to all persons with whom he/she will have contact.
- Show the student the location of offices, equipment and supplies with which he/she will need to be familiar.
- Tour the entire business during the first month if not done previously.
- Explain the duties of the student's first assignment.
- Inform student as to who will supervise him/her and from whom he/she should take orders.
- Inform co-workers of their relationship to student and solicit their cooperation.
- Inform student of arrival and quitting time, check-in procedures and check-out procedures.
- Inform student of lunch time and relief procedures and regulations.
- Inform student of time recording procedure, pay schedule, deduction from pay and computation of wages.
- Inform student of facilities available such as restrooms, lunchroom, telephone.
- Inform student as to appropriate clothing to be worn.
- Inform student about any information which is to be kept confidential.
- Familiarize student with employee benefits.
- Inform student of clauses in union agreement which pertain to him/her if such an agreement exists.
- Inform student of promotional possibilities in your firm.
- Provide special pamphlets, brochures and materials that include information about the company, its policies, fringe benefits and related terminology.
- Inform student of safety regulations as required by OSHA.



EMPLOYER: _____

WORKSITE SUPERVISOR: _____

STUDENT'S JOB TITLE: _____

SUPERVISING SCHOOL STAFF: _____

DATE: _____



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