

On Site Orientation

Provided on or before first day of service

Site Specific Information

- Tour of site (including location of restroom).
- Where, and with whom, do students check in each time they arrive at the site?
- Where is the logbook kept (to record service hours)?
- Review safety rules of the site, location of emergency exits, and emergency procedures.
- Introduce students to other staff at the agency.
- Review accident procedures at the site and what to do if a student or client is hurt.

If you have not already done so, review the following

- Mission of the Community-Based Organization (CBO)
- Who does the Community-Based Organization serve?
- What programs/service does the CBO offer?
- Specific policies and procedures related to the service placement.
- Provide specific training for the position if necessary.