

PARTICIPANT ORIENTATION

Complete the following form within the first day/week of a participant’s career development experience with your host site. Participants should return completed forms to the managing organization.

Name of Participant: _____

Name of Host Supervisor: _____

Date(s) of Orientation: _____

BACKGROUND & CULTURE	Participant Initials	Host Staff Initials
History, mission, and values		
Type of business, products, services		
Structure: Department roles and related key staff within		
Structure: Other branches or divisions		
Who is affected by the work (customers)		
How participant will contribute to the host		

TOUR OF FACILITIES	Participant Initials	Host Staff Initials
Spaces, materials, and equipment they will interact with		
Location of their workstation and/or area to store personal items		
Introduction to host staff they will be working closely with		
Parking, lunchrooms, restrooms, telephones		
Procedures/needs for arrival and departure (ID badges, clocking in, etc.)		

PARTICIPANT EXPERIENCE	Participant Initials	Host Staff Initials
Who to report to/how to mark attendance and hours completed		
Contact information of supervisor		
Goals and objectives of the CDE <ul style="list-style-type: none"> • Plan for training • Review of assessment process 		
Daily responsibilities/schedule (break times, logging in to computer, etc)		
Schedule/procedure for check-ins with host supervisor		
Technology usage (personal cell phone, email, internet)		

POLICIES & PROCEDURES*	Participant Initials	Host Staff Initials
Review of any nondisclosure/confidentiality items		
Rules of conduct		
Dress code		
Communicating absences or tardiness		
Protocols for use of common spaces (break room, reception area, etc.)		

* Hosts: Provide printed materials when applicable
Managing organization: Host may require participants to sign documents related to policies and procedures. Determine how completion of these items will be confirmed.

SAFETY**	Participant Initials	Host Staff Initials
Fire extinguishers, fire escapes, fire exits, evacuation plan		
Special hazards, first-aid kit		
Accident prevention		
Security procedures		
Emergency contact information of participant provided		

** Managing organization: Host may require additional safety training specific to their site. Determine how completion of these items will be confirmed.