

A TEMPLATE FOR [CAREER DEVELOPMENT EXPERIENCES](https://edsystemsniu.org/career-development-experience-toolkit/)

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:

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| 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 |  |  |

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| --- | --- | --- |
| 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.) |  |  |

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| 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   * 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) |  |  |

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| 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.

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| 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.