

Orientation Checklist for Staff or Volunteers

- a review of the organization's mission, values, history, priorities, etc.;
- information about the community and its key organizations;
- background information on the barriers to and benefits of recreation, sport and active living in the north;
- a review of the position description and expectations;
- an outline of specific policies and procedures (i.e. hours of work, pay days, dress code, vacation time, sick leave, breaks, expenses, training, internet and telephone use on organizational time, etc.). if appropriate, these may be provided in an employee handbook;
- introducing the new employee or volunteer to others within the organization;
- sharing basic workplace logistics (i.e. location of the washroom and lunchroom, quick tour of the facilities and of the community, security and safety issues, behavior expectations and practices, etc.);
- completing all paperwork (i.e. payroll, benefits);
- basic training, if necessary (i.e. WHIMIS and safety procedures);
- initiation of a plan for additional training and support (i.e. one-on-one mentoring, additional training sessions), and;
- development of a work plan for moving forward.