

SAMPLE

Source: Susan Christenson-
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ORIENTATION TO BUSINESS

STUDENT _____ DATE _____

TRAINING STATION _____ SUPERVISOR _____

Directions. Be sure that your student employee obtains information about the following factors. Check the information on each item as it is completed. Return the completed form to the teacher-coordinator.

Company Orientation

- _____ 1. Give student copies of printed materials.
- _____ 2. Explain the company's history.
- _____ 3. Describe the company's product line(s).
- _____ 4. Discuss company policies and procedures regarding:
 - _____ a. Hours of operation/work
 - _____ b. Overtime policies
 - _____ c. Pay periods
 - _____ d. Vacation/policy
 - _____ e. Holiday policy
 - _____ f. Appropriate dress and grooming
 - _____ g. Safety rules
 - _____ h. Emergency procedures
 - _____ i. Procedures for absence
 - _____ j. Parking
 - _____ k. Procedures for arrival
 - _____ l. Procedures for departure
 - _____ m. Policies about use of telephone
- _____ 5. Describe employee benefits such as:
 - _____ a. Discounts
 - _____ b. Educational assistance

Department Orientation

- _____ 6. Describe the relationship of the department to the company.
- _____ 7. Discuss specific departmental rules including:
 - _____ a. Breaks
 - _____ b. Work schedules
 - _____ c. Days off
 - _____ d. Presence of food at workstation
- _____ 8. Introduce co-workers.
- _____ 9. Explain job responsibilities of co-workers.
- _____ 10. Identify training sponsor.

Job Orientation

- _____ 11. Show student her/his workstation.
- _____ 12. Describe student's responsibilities.
- _____ 13. Explain the importance of the student's responsibilities to the organization.

(Employer/Training Sponsor)

(Date)

(Student)

(Date)

(Teacher-Coordinator)

(Date)