




# Co-op

## ORIENTATION CHECKLIST

**Instructions: Use one checklist for each student.  
Review information with the student after five days  
to ensure thorough comprehension.**



### Student Name:

Explain the business organization and give specific information about the department in which they will work.

Introduce the student to all persons with whom he/she will have contact.

Show the student the location of offices, equipment, and supplies with which he/she will need to be familiar.

Tour the entire business during the first month if not done previously.

Explain the duties of the student's first assignment.

Inform student as to who will supervise him/her and from whom he/she should take orders.

Inform co-workers of their relationship to student and solicit their cooperation.

Inform student of arrival and quitting time, check-in procedures and check-out procedures.

Inform student of lunch time and relief procedures and regulations.

Inform student of time recording procedure, pay schedule, deduction from pay and computation of wages.

Inform student of facilities available such as restrooms, lunchroom, telephone,

Inform student as to appropriate clothing to be worn.

Inform student about any information which is to be kept confidential.

Familiarize student with employee benefits.

Inform student of clauses in union agreement which pertain to him/her if such an agreement exists.

Inform student of promotional possibilities in your firm.

Provide special pamphlets, brochures and materials that include information about the company, its policies, fringe benefits and related terminology.

Inform student of safety regulations as required by OSHA.

Employer:

Worksite Supervisor:

Student's Job Title:

Supervising School Staff:

Date:

