Volunteer Orientation Checklist

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Brief history of the library

\_\_\_\_ Volunteer program, mission and purpose

\_\_\_\_ Review Volunteer Handbook and Guidelines including contact list, library holidays

\_\_\_\_ Customer service standards

\_\_\_\_ Show where volunteer work station is located

\_\_\_\_ Location of time sheets/volunteer log

\_\_\_\_ Tour of the library

\_\_\_\_ Introduce to staff

\_\_\_\_ Locations of restrooms, water fountain, break area

\_\_\_\_ Where to put personal belongings

\_\_\_\_ Review job description and assigned tasks

\_\_\_\_ Review work schedule and library hours

\_\_\_\_ Break and meal times

\_\_\_\_ Importance of being on time, so staff may schedule their time accordingly

\_\_\_\_ Phone number of who to call in case of an emergency

\_\_\_\_ Code of conduct/behavioral expectations

\_\_\_\_ Dress code

\_\_\_\_ Emergency training including fire escapes, exit plan, fire extinguishers

\_\_\_\_ Safety with equipment

\_\_\_\_ Nametag

\_\_\_\_ Evaluation process

\_\_\_\_ Training

\_\_\_\_ Dismissal

\_\_\_\_ Exit interview

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Supervisor’s Signature Volunteer’s Signature