On Site Orientation Checklist:

This checklist is designed to acquaint you with your site within the first couple weeks of service. Your site supervisor is required to address the following, however please be proactive and ask him/her to introduce you to your new community and worksite.

First Objective: *Get Settled in at Work!*

- ☐ Do you have a defined workspace?
- ☐ Do you have an understanding of the workplace policies and procedures (access to the Internet, supplies, transportation reimbursement, answering phones, etc.)
- ☐ What are the regular operating hours? What is the policy on clocking hours? Checking-in and checking-out?
- ☐ What are the expectations of the member/supervisor relationship? What kind of support/communication/direction/etc. do I expect from my supervisor? What does my supervisor expect from me?
- ☐ Who should I go to when I have questions?
- ☐ Locate and become familiar with key documents and resources.

Review Project Plan & VAD:

- ☐ What are my short and long-term goals as written in the Project Plan and VAD? What are the activities?
- ☐ What are my expectations for the first month? What are the first steps and activities I need to work on?

Notes:

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Field-vetted resource contributed by the Montana Prevention Resource Center and Montana Campus Compact VISTA projects, MT. Please retain the original program attribution when adapting or using this resource.

Second Objective: *Become a part of your community!*

- ☐ Locate and become familiar with the community life. Find the library, parks, social events, community activities, etc.
- ☐ Locate your local newspapers and organizations.
- ☐ Self-Evaluate: How are you doing? Do you need help settling in or adjusting?

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Third Objective: *Understand your organization and your role within the organization!*

The Organization:

- ☐ What is the history of the organization? Who founded it? When? Why?
- ☐ What is the mission statement?
- ☐ What are the future goals and objectives?
- ☐ Review the organizational chart and chain of command. Is there a Board of Directors? Who are the members?

Your Project:

- ☐ What is the specific community problem that you will be working on and what is the intended outcome?
- ☐ How do the goals and objectives of the VISTA project complement the overall organization's goals and objectives?
- ☐ Is the VISTA role recognized and understood in your organization? (i.e. VISTA is about capacity building, not direct service)

The Community:

- ☐ Develop an understanding of the community's history.
- ☐ Develop an understanding of the different cultures and organizations in the community.
- ☐ Become aware of the political structures operating in the community.
- ☐ Meet key community members. Who are they?
- ☐ What is or is not known about poverty in your community?

What are the specific goals of your volunteer assignment?

The VISTA Assignment Description (VAD) is the key to your success. In order to accomplish the following objectives, use the VAD as your guide and reference to successfully achieve the goals outlined for your VISTA year.

- ☐ List the goals and objectives of your project:
- ☐ How will you know when the goal(s) are reached?
- ☐ What is the overall strategy to accomplish these goals and objectives?
- ☐ How was the strategy developed and who participated in the formation of the strategy?
- ☐ What conditions will exist at the end of your service year?

Notes:

What Training Opportunities are available to strengthen needed skills or knowledge?

There is a possibility that you may need additional training to meet the individualized goals of your organization. Please be proactive in finding out what community trainings you may need to fulfill your term of service.

Trainings I plan to attend:

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Training I need to fulfill my term of service:

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