



# THE ADVANCEMENT FOUNDATION

LEADING COMMUNITY IMPROVEMENT THROUGH NONPROFIT SUSTAINABILITY & INDIVIDUAL ADVOCACY

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## On-Site Orientation & Training Checklist

On-Site Orientation and Training (OSOT) should be completed in the **first month** of the VISTA's service. The following template is provided to assist site supervisors in planning an effective OSOT.

### BEFORE THE VISTA ARRIVES

- Explain role of VISTA to other staff members
- Inform partners and other departments about the VISTA and what this means for them
- Contact VISTA. Provide housing resources, directions to office, and expectations for first day

### FIRST DAY:

- Introduce VISTA Member to other office staff
- Provide VISTA a tour of the office
- Go over VAD (VISTA Assignment Description)
- Share what previous VISTA Members have worked on, if applicable
- Set up email, voicemail, complete necessary paperwork, etc.
- Instruct VISTA on use of phone, fax, copier, mail process, ordering office supplies, etc.
- Get VISTA keys to access office

### WEEK ONE:

Discuss common expectations and agreements for a working relationship, including, but not limited to:

- The supervisor's role and responsibilities
- The supervisor's management style
- The VISTA Member's learning style
- A clear understanding of the lines of communication between VISTA Member and supervisor
- A clear understanding of the support provided to the VISTA Member
- Introduction to the chain of command for the organization
- Establish a weekly meeting time

Day of the week:

Time:

Discuss professional behavior expectations and office policies, to include, but not limited to:

- VISTA Member's schedule: hours in the office, arrival/departure time
- Office attire
- Attendance expectations: who to call if sick, what to do if running late, etc.
- Office behavior: what is appropriate, what is not
- Employee policies: computer use, working with the media, etc.
- Mileage reimbursement procedure

Provide VISTA Member with the culture and mission of the institution, to include, but not limited to:

- History
- Mission
- How the organization functions
- The organization's role in the community

Provide VISTA Member with an introduction to the community, to include, but not limited to:

- The socio-economic and political structure
- The physical boundaries of the service area
- How the VISTA project will impact the community
- Tour of community and introductions to key community partners
- Potential resources that can help achieve project goals

#### **WEEKS TWO-FOUR**

Allow the VISTA Member to learn about their project and develop their skills. This may include:

- Professional development training
- Signing up for appropriate listservs
- Research
- Sitting in on staff meetings

#### **OTHER OSOT ACTIVITIES**

- Get VISTA approved to drive organization vehicle, if applicable
- Familiarize VISTA with office emergency protocol
- Other, as applicable