**Orientation Day Checklist**

Welcome

Introductions/Ice-breaker

Summer Youth Work Experience overview- what to expect during the service

Work Location

My job coach’s name and contact & provider supervisor name and contact

Explain hours of work

How work times will be recorded

Break times and where they will take a break

What days they will receive paycheck and how they will receive paycheck

Grooming and dress code

How to call off work if sick

Code of conduct

What is a significant incident; what happens when there is a significant incident; how to report it

Training procedures and expectations

What will be reported to OOD staff

Emergency procedures

Safety

Have a concern/complaint about a co-worker or provider staff? What to do

Alternative worksite and when it might be necessary to work there

**Introduction to the worksite**

Key staff

Tour- restrooms, break room, where to meet if getting dropped off to work, emergency exits, general work area

Review work tasks, employer expectations for performance, continuous improvement

**Skills to Pay the Bills (Soft Skills Training)**

<https://www.dol.gov/agencies/odep/program-areas/individuals/youth/transition/soft-skills>