Orientation Checklist

* Statement of Work
* Bus passes
* Laptops
* Library policies and procedures
	+ Set schedule: Monday, Wednesday, and every other Friday. Hours?
		- Please work with your supervisor to determine how you can work hours beyond this set schedule.
* Pay and leave orientation forms
	+ W-9
	+ Timesheets
	+ Missing paycheck procedures
	+ Leave policy
* ILA Conference
	+ ILA Conference permissions (2)
* Assessment overview
	+ What’s to expect and why?
	+ Consent forms for collection of data (2)
* Curriculum overview
	+ Record time spent in curriculum meetings as worked hours.
* Collect W9s (and other forms from students 18 or older except ILA permission slips—those must be signed by a parent or guardian)
* Collect student phone numbers for Kristen
* Assign mentors; Share contact information
* All fill out Workplace Supervisor Agreement