Job Orientation Checklist

* Receive a tour of the building
* Be introduced to library staff
* Review the volunteer policy
* Review job duties and expectations
* Confirm work dates, time, and projected duration of assignment
* Supply a name tag
* Supply a card with library contact information for emergencies/absences
* Review sign-in and sign-out procedures
* Provide safety orientation
* Review location of parking, restrooms, water fountain, staff break area, first aid kit, and place to store personal items
* Review policy for making personal phone calls or conducting personal business during volunteer hours

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Volunteer’s Signature Date

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Supervisor’s Signature