



## WORK SITE ORIENTATION

During the interview and the first day at the work station the student should co-operate with the workplace supervisor to:

### Activities

### Please ✓ or Make Notes

1. Meet the company personnel. \_\_\_\_\_
2. Tour the facilities. \_\_\_\_\_
3. Receive safety instructions. \_\_\_\_\_
4. Learn the type of business, the function and the purpose of the company. \_\_\_\_\_
5. Learn the purpose and function of their department \_\_\_\_\_
6. Learn the organizational structure of the company \_\_\_\_\_
7. Learn the hours of work. \_\_\_\_\_
8. Understand the dress code. \_\_\_\_\_
9. Understand the health and safety rules. \_\_\_\_\_
10. Know the name and telephone number of the person to contact if the student is away. \_\_\_\_\_
11. Learn the company policies pertaining to “regular” employees (eg ph. usage, importance of confidentiality, attendance, punctuality). \_\_\_\_\_
12. Receive special equipment (uniform, ID cards, locker). \_\_\_\_\_

Other Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_