

Title V SCSEP Host Agency Orientation

Enrollee's Name _____

Host Agency _____

Orientation conducted by _____ Date completed _____

Enrollee's Signature _____

WORK SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
FROM							
TO							
TOTAL HOURS							

Instructions: Conduct the orientation along the following guidelines, including any additional information relevant to your agency. Place a checkmark in the square next to each item as it is completed.

- 1. **Host Agency Program Orientation** – Explain what the host agency does and who it serves. Show enrollee around facility and introduce other staff.
- 2. **Host Agency Objectives** – Discuss what the agency is trying to accomplish and how the enrollee can help the agency reach these goals.
- 3. **Task Description Review** – Talk with the enrollee about the tasks he or she will perform. Explain job procedures and responsibilities.
- 4. **Training** – Discuss the training the enrollee will receive while working at the agency.
- 5. **Unsubsidized Placement** – Consider enrollees for regular employment when vacancies occur and encourage other prospective employment opportunities.
- 6. **Host Agency Regulations/Disciplinary Actions** – Explain the agency's policies, procedures and disciplinary actions to the trainee.
- 7. **Host Agency Safety** – Discuss general safety as well as any special safety concerns that might apply.
- 8. **Disaster and Fire Plan** – Show the enrollee the procedures to be followed in case of fire, tornadoes, etc.
- 9. **Host Agency Employee Handbook** – Provide the enrollee with a copy of the agency's employee handbook, if applicable, and discuss its contents.
- 10. **Work Schedule** – Review the enrollee's scheduled work hours and the importance of adhering to the schedule. Mention any holidays that the agency observes.