Tips for Creating a
Student Orientation at Your Agency

Creating a student orientation can assist with building a collaborative work environment, increasing retention rates of volunteers, and meeting the agencies goals of the work expected from students. Setting expectations during an orientation also leads to a more positive experience for both the community partner and the volunteer. **Consider the following items when creating an orientation:**

☐ Give an introduction to the agency, including the mission, vision, and historical background.

☐ Give students a tour of the agency. Include where your office is located, bathrooms, and other important locations. Introduce the students to the staff.

☐ Describe your client base, including numbers of clients served and demographic data.

☐ Review the programs and services where students will be volunteering. Cover goals, objectives, and tasks. Explain the importance of the service in respect to the population served and the community in general.

☐ Discuss the community issues the program addresses and why there is a need for the service.

☐ Discuss specific policies and procedures related to the service placement.

☐ Discuss safety guidelines and review accident procedures at the agency and what to do if a student or client is hurt.

☐ Review confidentiality policies. Are pictures or video allowed? Give the student a handbook or other written materials, if applicable.

☐ Discuss if a criminal background check is required and how to obtain one, if necessary.

☐ Exchange contact information and discuss the best way to communicate with the agency and project supervisor.

☐ Discuss the amount of supervision the student's should expect. Will they see the supervisor daily?

☐ Establish a start date and a schedule. Is there a volunteer log they will need to sign each visit? How are students' hours recorded?

☐ Discuss directions and parking.

☐ Ask the student about their professional goals, interests, and skills. If appropriate, share your story with the student. How and why have you selected to work with this agency?