

# Sample Orientation Checklist

## County and Agency Overview

- Review County structure
- Review your department/agency structure

## Workplace Basics (Need-to-Know Information)

- Explain parking information
- Show work area
- Confirm workdays and schedule
- Review office hours, breaks, and lunch procedures
- Discuss upcoming staff absences or holidays
- Explain timekeeping process (timecards or hour tracking)
- Review attendance and punctuality expectations
- Review dress code
- Review Department of Human Resources rules and regulations
- Review computer use policy
- Review equipment use policies
- Review smoking policy
- Review Henrico County core competencies

## Internship Overview

- Review job description
- Explain how the internship supports County operations
- Discuss learning goals
- Set performance expectations

## Work Processes

- Establish weekly meeting schedule
- Identify key resources
- Explain communication methods and expectations
- Review evaluation process (midpoint and final)

## Department Orientation

- Notify staff of new intern
- Introduce intern to team members
- Explain team roles and working relationships
- Provide a department tour
- Assign a mentor