

New Worker Orientation Checklist

For _____
Worker's Name

Responsibilities

- Provided a copy of worker covenant and reviewed the covenant with the worker
- Provided a copy of job description and reviewed the job description with the worker
- Reviewed needs of the age-group

Literature

- Provided literature
- Instructed how to order literature
- Instructed how to use literature
- Reviewed ways the age-group learn

Room Arrangement and Supplies

- Reviewed room arrangement
- Assigned cabinet space
- Reviewed rules concerning supplies and equipment in room

Safety

- Reviewed fire escape plan, location of fire extinguisher and how to use
- Reviewed first aid procedures, location of first aid kit
- Reviewed earthquake plan
- Reviewed registration and pickup procedures if applicable
- Instructed how to order registration materials
- Reviewed playground safety if applicable
- Reviewed hygiene policies and procedures if applicable
- Provided a copy of preschool/children/youth policies if applicable
- Located nearest phone with posted emergency phone numbers

Behavior Problems (Only for Preschool, Children, or Youth)

- Reviewed characteristics of the age-group
- Reviewed what a teacher should do in the event a child has a behavior problem beyond the capability of the teacher

Administered by _____ Date _____
Signed