

CONFIDENTIAL

The following table¹ is to be completed by the volunteer and coordinator, approximately 4 weeks following commencement with the Community Information Centre (CIC).

Checklist of items	Completed (please tick)	Follow up required? Who is to follow up?
Welcomed and introduced to other workers (paid and unpaid)		
Provided with Volunteer Handbook		
Provided with background about organisation, including being made aware of history booklet		
Provided with plain version of CIC policies and procedures manual		
Walked through the workplace and discussed work premises and facilities (including office procedures, brochure display, stationery, filing cabinets, tea/coffee, cleaning, toilets, parking and access to office)		
Walked through the workplace and discussed health and safety (including emergency procedures, first aid, safety considerations, reporting health and safety concerns and critical incident procedures)		
Workstation prepared and relevant safety considerations undertaken		
Discussed volunteer position description, expectations, and reporting structure		

¹ This document has been developed from the sample in National Guide: Recruiting, Inducting, Managing and Ending the Volunteer Relationship (Part 51, Justice Connect, 2018)

Discussed volunteer agreement (and signed)		
Key contact persons provided (to go to with any concerns, feedback or queries about role and duties), including coordinator, information officer and volunteer representative		
Conducted/scheduled training in relation to the role, including any machinery and equipment use		
Conducted/scheduled training in relation to workplace policies and risk management		
Discussed insurance coverage as a volunteer (what cover is available under the organisation's insurance)		
Blue card sighted or application completed		
Emergency contacts form completed and signed		
Parking permit provided		
Uniform provided		
Signature of volunteer		
Date		
Signature of coordinator		
Date		

Feedback on Orientation

We would appreciate any comments which you would like to make about your orientation, for the purpose of improving our service.

1. Please describe what you have found to be positive about CIC's orientation for volunteers.

2. Please make any suggestions for how CIC's orientation for volunteers may be improved.

Thank you