

Campus Compact of Oregon On-Site Orientation & Training Best Practices

On-Site Orientation and Training (OSOT) should be completed in the first month of the AmeriCorps VISTA Member's service. The following worksheet is provided to assist site supervisors in planning an effective OSOT. Please review the OSOT best practices listed below to assist with the proposal narrative questions.

Before the VISTA Arrives:

- Explain role of AmeriCorps VISTA Member to other staff
- Inform partners and other departments about the Member and what this means for them
- Order Member business cards
- Contact Member. Provide housing resources, directions to office, and expectations for first day.
- Check in with VISTA about start time, project details, and office location.

First Day:

- Introduce AmeriCorps VISTA Member to other staff
- Provide a tour of the campus
- Introduce the VAD to the AmeriCorps VISTA Member
- Share what previous Member's have worked on, if applicable
- Set up email, voicemail, get college ID, complete necessary paperwork, etc.
- Instruct Member on use of phone, fax, copier, mail process, ordering office supplies, etc.
- Get AmeriCorps VISTA Member keys to access campus office/building and school building

Week One:

Discuss common expectations and agreements for a working relationship including, but not limited to:

- The supervisor's other roles and responsibilities
 - The supervisor's management style
 - The AmeriCorps VISTA Member's learning style
 - A clear understanding of the lines of communication between Member and supervisor
 - A clear understanding of the support provided to the Member
 - Introduction to the chain of command for the organization
 - Establish a weekly meeting time
- Discuss professional behavior expectations and office policies, to include, but not limited to:
- AmeriCorps VISTA Member's schedule: hours in the office, arrival/departure time
 - Office attire

Week One Continued:

- Attendance expectations: who to call if sick, what to do if running late, etc.
- Office behavior: what is appropriate, what is not
- Employee policies: computer use, working with the media, etc.
- Mileage reimbursement procedure
- Provide Member with the culture and mission of the institution, to include, but not limited to:
 - History
 - Mission
 - How the institution functions
- The institution's role in the community
- Introductions to staff, faculty, and administrators
- Provide Member with an introduction to the campus/community, to include, but not limited to:
 - The socio-economic and political structure
 - The physical boundaries of the service area
 - How the AmeriCorps VISTA project will impact the campus/community
 - Tour of community and introductions to key community partners
 - Potential resources that can help achieve project goals

Weeks Two-Four:

- Allow the AmeriCorps VISTA Member to learn about their project and develop their skills. This may include:
 - Professional development training
 - An office/campus/community scavenger hunt
 - Signing up for appropriate listservs
 - Project-related research
 - Sitting in on a service-learning class

Other Possible OSOT Activities:

- Get AmeriCorps VISTA Member approved to drive organization vehicles
- Familiarize member with office and campus emergency protocols