

Toward a Sustainable Kentucky (TASK) VISTA On-site Orientation and Training

Getting Started

- Introduce the VISTA (also referred to as member) to organization leaders and briefly discuss the history and purpose of the organization, the project, and how the member fits in.
- Give the member a tour of the facility, introduce member to coworkers, and show member to workspace.
 - Be sure to include location of rest rooms, lunch options, and breakrooms/space.
- Invite member to the next staff meeting. Take time at staff meeting to remind everyone what the member's role will be. Help the member feel welcome and part of the team.
- Discuss basic workplace policies and procedures.
 - Be sure to include procedures for taking a break (i.e., leaving for lunch, etc.)
- Review the allowable 10 sick days and 10 personal days for VISTA service term; explain organization rules about absenteeism, tardiness, process for reporting absence or illness.
- Discuss the TASK VISTA timesheet and report expectations.
- Review, sign and return the Teleservice document.
- Explain use of: telephone, mail services, copier (security code), computer network, etc.
- Explain how to order supplies, safety procedures, parking practices and/or building access, office keys, etc.
- Explain standards of conduct, including rules of dress, personal grooming, smoking, housekeeping, etc.
- Discuss the role of Kentucky Campus Compact as project sponsor. Refer any questions about VISTA compensation and other policies to the TASK staff and/or TASK VISTA Leader.

Organizational Purpose & VISTA Projects

- Discuss in more detail the mission, background, history and purpose of the organization.
- If one is available, provide a copy of the organizational chart and explain departmental and divisional functions, goals, teams and team structure, and major projects.
- Explain the purpose of the VISTA projects and individual member roles. Review the VISTA Assignment Description, explain specific responsibilities and discuss any previous work on those projects for the past 1-2 years. Important: Make expected project outcomes clear, and discuss how the VISTA's service will help individuals or communities move out of poverty.
- Discuss how goals will be achieved, and how the member's progress in achieving project objectives will be assessed.
- Explain performance reviews (date for first review, frequency thereafter) and performance standards and discuss specific performance objectives that will be reviewed during the service term.
- Explain supervisory and support structure, communications, reporting, and accountability.
- Discuss the working relationship between the member and direct supervisor, mutual expectations, communications style, work style, support needs, etc.
- Discuss and clarify communication procedures and practices.
- Review staff meeting and team meeting schedules.
- Explain steps in discipline procedure (verbal warning, written warning, etc.) and specify actions that result in disciplinary action.
- End on a positive, affirming note about how excited you are to have the member working on this project.



