



## Placement Site Orientation Checklist – Appendix C

FORWD DWG participants must receive an orientation at the placement site. This checklist identifies the items that must be addressed in the orientation. This completed form must be returned to the project operator or its service provider.

(Mark each checkbox that the participant received)

- ☐ A review of the work schedule
- ☐ Placement site policies and procedures, as applicable, including:
  - ☐ Dress Code
  - ☐ Attendance
  - ☐ Breaks during work hours
  - ☐ Interactions with co-workers and the public
  - ☐ Accident Reports
  - ☐ Other (please list)

- 
- ☐ Location of supplies and tools needed for work
  - ☐ Any required safety equipment and/or other safety requirements
  - ☐ How to report any issues or concerns related to the placement
  - ☐ How to complete and submit timesheets

**SUPERVISOR NAME AND TITLE** \_\_\_\_\_

**SUPERVISOR PHONE NUMBER** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

By signing this, I attest that the placement site staff reviewed the above information with me.

**PARTICIPANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information in an alternate format, or in a different language at no cost to you, please contact us at (414) 270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 711.