

Student Intern Program Orientation Checklist

- Student Intern Program Orientation Manual: Mentor Supervisor reviews with trainee
- Acknowledgement of Receipt in the manual: Mentor/ Supervisor & trainee completes, signs and submitted to Melissa Molina to mmolina@ehsd.cccounty.us and CSB Personnel
- Student Intern Program Orientation (PowerPoint): Mentor Supervisor reviews CSB's policies
- Worksite Orientation: Mentor Supervisor orients intern to the assigned site and reviews protocol
- Trainings to be completed within three (3) weeks of hire
 - Mandated Reporter General
 - Mandated Reporter Childcare Workers (if working at a child care center)
 - Civil Rights (SMART)
 - Harassment Prevention for Employees (Vector Solutions)
 - HIPAA (Vector Solutions)
 - Confidentiality (SMART)
 - National Voter Registration Act (SMART)

Signature of Student Intern

Date

Student Intern (Name Printed)