
Volunteer Onboarding / Orientation Checklist

This checklist supports new Volunteer Onboarding / Orientation so to be thorough and consistent regardless of who conducts it. Note that volunteers will have different learning needs so orientation may need to be conducted across a number of initial visits.

Once a volunteer role has been established the volunteer and trainer should use this checklist as a guide and record of what new Volunteer Onboarding / Orientation has occurred.

Volunteer name: _____

Onboarding initiated: _____

Onboarding completed: _____

New Volunteer Onboarding conducted by: _____

Signatures when complete(Staff & Volunteer): _____

1	The new volunteer has toured the facility: Introduced to staff, other volunteers and committee/board members as appropriate	<input type="checkbox"/>
2	Facility Tour	
	<i>Volunteer work space(s)</i>	<input type="checkbox"/>
	<i>Where to secure coats and valuables</i>	<input type="checkbox"/>
	<i>The break room and common staff spaces (cover what is shared/provided here)</i>	<input type="checkbox"/>
	<i>Where supplies are kept; how to request supplies / notify when supplies are low</i>	<input type="checkbox"/>
	<i>How to use equipment such as copier, scanner, printers; go to for troubleshooting</i>	<input type="checkbox"/>
	<i>Parking</i>	<input type="checkbox"/>
	<i>Restrooms</i>	<input type="checkbox"/>
	<i>Shown where first aid equipment and fire extinguishers are located</i>	<input type="checkbox"/>
3	The volunteer has had the vision, mission and values of the organization explained and has been provided with relevant annual reports, newsletters, details of website and social media, etc.	<input type="checkbox"/>
4	The volunteer running the onboarding explains the following procedures and provides access to the Volunteer Handbook (hard copy or electronic) which contains information for further reference.	
	<i>Confidentiality, how volunteer privacy is maintained</i>	<input type="checkbox"/>
	<i>Notification of illness or vacation</i>	<input type="checkbox"/>
	<i>Organization chart, staff contacts/pictures and identification of their roles</i>	<input type="checkbox"/>
	<i>Fire Drill / Evacuation procedures</i>	<input type="checkbox"/>

Volunteer Onboarding / Orientation Checklist

	<i>Grievance procedures</i>	<input type="checkbox"/>
5	Expectations of volunteers are explained. What volunteer should expect from the organization and staff also explained	
	<i>Covered Codes of Conduct</i>	<input type="checkbox"/>
	<i>Appropriate dress</i>	<input type="checkbox"/>
	<i>Expectations regarding language, cell phone use, smoking</i>	<input type="checkbox"/>
	<i>Training/staff development opportunities available</i>	<input type="checkbox"/>
	<i>Reviewed the Volunteer Handbook together</i>	<input type="checkbox"/>
	<i>Provided with a written position description</i>	<input type="checkbox"/>
6	Staff or another volunteer is assigned as a Mentor or Buddy to provide assistance beyond the first few days and encourage the volunteer to connect with staff and other volunteers.	<input type="checkbox"/>
7	The new Volunteer has completed a Volunteer Information form and has provided emergency contact details	<input type="checkbox"/>
8	The new volunteer is set to go!	<input type="checkbox"/>