

GeoVisions

WORK/TRAVEL USA

STUDENT ORIENTATION

It is suggested that you provide an orientation session to our students to help them adjust to their new surroundings, and know what is expected of them. Here are some topics you can cover in an orientation session:

1. Provide a warm welcome and discuss the first day's plans
2. Tour the work facility or the employee's assigned work space
3. Explain where rest rooms, refreshments (vending machines if applicable) and break areas are located
4. Provide required keys (including housing key, if applicable and has not yet been provided)
5. Introduce the employee (s) to other staff members and if the J-1 (s) are paired up with an American "buddy", introduce them to this person on their first day.
6. Review job description details and go over performance expectations and standards
7. Review your company's policies & procedures including:
 - a) Work hours & overtime policy.
 - b) Payroll – how often and how is it distributed?
 - c) Telephone, Email, Internet, Cell Phone Use
 - d) Staff Meetings
 - e) Accountability - Time cards and scheduling. Also go over what the student needs to do if they are sick.



- f) Safety & Emergency Procedures
 - g) Dress Code
 - h) Visitors
 - i) Philosophy on Customer Service
8. Bicycle Safety - - this is key, especially if you are in a tourist / resort area where the population increases dramatically in the summertime. Every year, J-1 work and travel students are killed in bike accidents, so it's very important to go over bicycle safety with your students.
9. The Check in process with GeoVisions. All students must check in within 3 days of arrival. Students cannot apply for their SSN until they have checked in. If they do, there will likely be a delay in the issuing of the SSN, sometimes several weeks. Here is the website for students to check in: www.gvsevis.org Students should apply for their SSN 10 days after their Check In with GeoVisions, unless you have a special relationship with or special arrangements with, your local social security office.
10. Introduction / details about the local area. Let the student know what cultural activities you plan to offer them and when, what sorts of local discounts may be applicable to J-1's in your area, websites and other resources for local events such as concerts or fairs. Also let them know about best methods of transportation in your area.