

ROOKIE ORIENTATION CHECKLIST

Work with your coaches to complete this checklist on your first shift! Keep in mind that the Visitor Center is moving to Byrnes so some locations and information may change.

Be sure to let your coaches or the Mentor Captains know if you have any questions!

First Floor Related

- ☐ Go on a tour of the Visitor Center
- ☐ Locate Admissions Counselors (Lieber)
- ☐ Find the Hall of Fame
- ☐ Find and read through the QUICC to familiarize yourself
- ☐ Visit and read through the Visitor Center website (sc.edu/visit)
- ☐ Read through Visitor Center brochures

Full Time Staff (FTS)

- ☐ Introduce yourself to each FTS member (including Casey at 1311 Pendleton)
 - ☐ If FTS is unavailable, locate their offices
- ☐ Take your I9 documents to the EMCO Office located at Byrnes 512 - email Julia to schedule a time, if need be (jab30@mailbox.sc.edu)

Miscellaneous

- ☐ Find the A-lounge and your mailbox
- ☐ Locate the Time Clock (where you'll clock in & out)
- ☐ Locate Tour Bags are made
 - ☐ Take a look at the contents inside
- ☐ Locate bottled water and water jugs
- ☐ Locate the A lounge storage closet and familiarize yourself with what is inside
- ☐ Find the storage space where VC mailings and bag packing materials are