

Agency Facilities and Equipment

Orientation Activity

Exercise:

Arrange a time to tour all agency facilities including neighborhood offices and the departments, offices, or units housed in each building.

Exercise:

Arrange time with an experienced co-worker from your unit to receive instructions on the use of equipment needed for your position. Equipment might include:

- Phone
- Copier
- Camera
- Scanner
- Video equipment
- Fax
- Computer
- Pager
- Recorders
- Microfilm equipment