

## Job Knowledge Checklist

### COMPLETED BY NEW CHAPLAIN

Chaplain Name:	
Assigned Company Name::	
Coaching Start Date:	
Coaching End Date:	
Total Coaching Hours	

### CHECKLIST

Clear	Not Clear	The following checklist is provided to ensure you have the basic understanding of the essentials for serving as a Marketplace Chaplain during site visits. Please check the appropriate boxes.
<input type="checkbox"/>	<input type="checkbox"/>	I understand the purpose of a WSV (Worksite Visit)
<input type="checkbox"/>	<input type="checkbox"/>	I know the specific locations (e.g. floors, areas) where I am assigned within my company.
<input type="checkbox"/>	<input type="checkbox"/>	I know where to park, sign-in, etc.
<input type="checkbox"/>	<input type="checkbox"/>	I know the proper attire for my company.
<input type="checkbox"/>	<input type="checkbox"/>	I can explain the 3 exceptions to confidentiality.
<input type="checkbox"/>	<input type="checkbox"/>	I understand when referrals are needed and how to obtain the <i>Community Resource List</i> .
<input type="checkbox"/>	<input type="checkbox"/>	I understand how to report my chaplain activities, and know my report is due by close of business Friday (preferably same day of visit).
<input type="checkbox"/>	<input type="checkbox"/>	I know the date and location of my upcoming chaplain team meeting.
<input type="checkbox"/>	<input type="checkbox"/>	I understand how to transition from a positive discussion to a confidential discussion.
<input type="checkbox"/>	<input type="checkbox"/>	I presented my 30-second or 1-minute new employee orientation elevator pitch to my coach.
<input type="checkbox"/>	<input type="checkbox"/>	I have been introduced to the company leader or HR Director.
<input type="checkbox"/>	<input type="checkbox"/>	I understand the 5 basic essentials of our employee care service.
<input type="checkbox"/>	<input type="checkbox"/>	I understand the Marketplace Chaplains policy regarding male-female interactions.
<input type="checkbox"/>	<input type="checkbox"/>	I understand the proper steps for responding to crisis events.
<input type="checkbox"/>	<input type="checkbox"/>	I understand how to respond when my employee care for visits (hospital/funeral/etc.) go outside my assigned area.
<input type="checkbox"/>	<input type="checkbox"/>	I know my assigned company location ID number. (For MyChap App purposes).
<input type="checkbox"/>	<input type="checkbox"/>	I have ordered my <i>Our Daily Bread</i> devotionals and <i>Discovery Series</i> topical booklets.
<input type="checkbox"/>	<input type="checkbox"/>	I've presented an increment of the Gospel to my coach.
<input type="checkbox"/>	<input type="checkbox"/>	I know how to report Gospel Engagements.
<input type="checkbox"/>	<input type="checkbox"/>	I understand what to do when my employee requests a jail visit.

Evaluation

I was rushed and my time with my coach was insufficient

I had sufficient time with my coach

I am pleased with the coaching process.

I would like to recommend \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_