

## Onboarding Check List

**New Member Name:** \_\_\_\_\_  
**Appointment Date:** \_\_\_\_\_  
**PRC Mentor's Name:** \_\_\_\_\_

- |  | Date Completed |
|--|----------------|
| 1) Bookmark the <a href="#">PRC homepage</a>   | _____          |
| 2) Add PRC meetings to your calendar for the year  | _____          |
| 3) Review the <a href="#">Governor's Online Appointee Training</a> . The PRC is a subset of CPARB which is a Governor's Board.   | _____          |
| 4) Download and review the <a href="#">Governor's Boards and Commissions Handbook</a>  | _____          |
| 5) Review <a href="#">PRC Bylaws</a>   | _____          |
| 6) Review the <a href="#">PRC Information Slide Deck</a>   | _____          |
| 7) Review the <a href="#">Design-Build Best Practices Guidelines</a>   | _____          |
| 8) Review the <a href="#">GC/CM Best Practices Manual</a>  | _____          |
| 9) Review <a href="#">RCW 39.10</a> to familiarize yourself with the latest updates  | _____          |
| 10) Review the Evaluation Score Sheets: <ul style="list-style-type: none"><li>○ <a href="#">Certification</a></li><li>○ <a href="#">Recertification</a></li><li>○ <a href="#">Design-Build Project</a></li><li>○ <a href="#">GC/CM Project</a></li><li>○ <a href="#">Alternative Subcontractor Selection Process</a></li></ul> | _____          |
| 11) Meet with your mentor regularly to familiarize yourself with how the PRC operates, discuss how the meetings run, and to ensure your questions get answered if they aren't answered during a regular meeting.   | _____          |

---

Notes:

Return Form to [PRC@des.wa.gov](mailto:PRC@des.wa.gov) within 6 months of appointment.