

Onboarding Check List

New Member Name: _____

- | | Date Completed |
|---|----------------|
| 1) Bookmark the PRC homepage | _____ |
| 2) Add PRC meetings to your calendar for the year | _____ |
| 3) Review the Governor's Online Appointee Training . The PRC is part of CPARB which is a Governor's Board. | _____ |
| 4) Download and review the Governor's Boards and Commissions Handbook | _____ |
| 5) Review PRC Bylaws | _____ |
| 6) Review the New Information Slide Deck | _____ |
| 7) Review the Design-Build Best Practices Guidelines | _____ |
| 8) Review RCW 39.10 to familiarize yourself with the latest updates | _____ |
| 9) Review the Evaluation Score Sheets: <ul style="list-style-type: none">○ Certification○ Recertification○ Design-Build Project○ GC/CM Project○ Alternative Subcontractor Selection Process | _____ |
| 10) 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. | _____ |

Mentor's Name: _____

Notes:

Return Form to PRC@des.wa.gov within 6 months of appointment.