

## Onboarding Check List

New Member 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 part 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 New Information Slide Deck  | _____          |
| 7) Review the <a href="#">Design-Build Best Practices Guidelines</a>  | _____          |
| 8) Review <a href="#">RCW 39.10</a> to familiarize yourself with the latest updates   | _____          |
| 9) 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> | _____          |
| 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](mailto:PRC@des.wa.gov) within 6 months of appointment.