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**OFFICE OF THE COUNTY ASSESSOR**

1 Harrison Street, S.E., 5<sup>th</sup> Floor  
MSC #07, P.O. Box 7000  
Leesburg, VA 20177-7000

**MASS APPRAISAL ORIENTATION – MENTOR CHECKLIST**

**EMPLOYEE NAME:** X  
**DATE OF HIRE:** X

<b>STANDARD OPERATING PROCEDURE</b>	<b>DATE</b>	<b>MENTOR</b>
<input type="checkbox"/> Building Permits		X
<input type="checkbox"/> Measuring Houses		X
<input type="checkbox"/> Calculating Finished Basement Square Footage		X
<input type="checkbox"/> Grading Homes		X
<input type="checkbox"/> Storing Digital Photos		X
<input type="checkbox"/> Percent Completes & Supplementals		X
<input type="checkbox"/> Splits & Sell-offs		X
<input type="checkbox"/> Multi Site Parcels, How to Value		X
<input type="checkbox"/> Recognizing and Valuing Parent Parcels		X
<input type="checkbox"/> Supplements		X
<input type="checkbox"/> Assessment Reviews		X
<input type="checkbox"/> Board of Equalization Appeals		X
<input type="checkbox"/> Field Reviews		X
<input type="checkbox"/> Correlated Values		X
<input type="checkbox"/> Submitting Mass Assessment changes w/excel		X
<input type="checkbox"/> Affordable Dwelling Units		X
<input type="checkbox"/> Solar Energy Tax Exemptions		X

<b>EDUCATION</b>	<b>DATE</b>	<b>MENTOR</b>
<input type="checkbox"/> DIT Word Basics		X
<input type="checkbox"/> DIT Excel Basics		X
<input type="checkbox"/> DIT Access Basics		X
<input type="checkbox"/> IAAO 101		X

<b>GENERAL</b>	<b>DATE</b>	<b>MENTOR</b>
<input type="checkbox"/> All-staff orientation is complete		X
<input type="checkbox"/> OCA career-path has been introduced		X
<input type="checkbox"/> OCA -- Mass Appraisal Orientation Checklist		

*I, \_\_\_\_\_, certify that the mass appraisal topics covered in the mentor-new hire appraisal staff orientation have been thoroughly discussed with me and I have a working knowledge and ability to execute.*

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*I, \_\_\_\_\_, certify that the mass appraisal topics covered in the mentor-new hire appraisal staff orientation have been thoroughly discussed by me with the new hire and I have imparted a working knowledge and ability to execute them.*

**MENTOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*I, \_\_\_\_\_, hereby attest that the mass appraisal topics covered in the mentor-new hire appraisal staff orientation have been thoroughly discussed by myself and the mentor with the new hire. A working knowledge and ability to execute mass appraisal methodologies and standards is evident in the new hire.*

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_