**New Staff Orientation Checklist**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Job Title:**

* Discuss the program mission, philosophy, and unique features of the job.
* Review and discuss the job description.
* Identify and discuss priorities for the next three months.
* Discuss specific standards of performance/ expectations.
* Identify present level of skill and understanding of all phases of job assignments.
* Identify people who might be helpful in learning skills and routines.
* Encourage new staff to read program manuals and resources.
* Review licensing regulations and requirements.
* Review requirements for necessary certification: first aid, CPR, driver certification, college units.
* Discuss career development opportunities and training.
* Set specific times to meet together.

1. **Personnel Policy and Required Practices**

* Review the agency’s personnel policy.
* Review policies and safety practices related to specific areas.
* Review sign-in / sign-out procedures.
* Review forms and due dates related to payroll, reimbursement for expense, and insurance and retirement forms, if applicable.
* Discuss emergency care and the program’s disaster plan.
* Review the program’s budget and staff accountability.

1. **Staff, Parents, and Volunteers**

* Introduce agency staff and discuss their responsibilities and authority.
* Identify key parents, community leaders, and agency volunteers.
* Support attendance at meetings of related groups: parent advisory committee, agency board or committee, and PTA.
* Review dates and format for staff meetings.

1. **Mechanics--- Familiarize new staff with:**

* Office procedures and capabilities
* Program Supplies and the inventory system
* Accident forms
* Audit trail requirements

1. **Facility**

* Acquaint new staff with the building’s layout
* Assign keys and review the lock-up procedure if applicable
* Review safety procedures

1. **Community**

* Provide information on geographic, social, and political aspects of the community.
* Provide information about other community programs and services.
* Arrange introductions to staff involved in interagency and school district partnerships.