

**PROCEDURES FOR NEW EMPLOYEES TO THE SCHOOL-SITE
(TEACHERS AND STAFF)
CHECKLIST**

- Identified a specific welcoming person
- Welcome packet distributed
- Identified a mentor “buddy” to work with new/transfer employee(s)
- Had welcoming conversation with new employee(s)
- Conducted a School-site New (Beginning) Teacher Orientation

SCHOOL NAME: _____ **Region:** _____

The employee’ signature indicated that the bulleted items have been reviewed.

NAME	EMPLOYEE NUMBER	DATE HIRED	*NT	**MT	***SSP	Date Completed	Initial/ Signature

List any additional activities conducted:

Principal’s Signature

Date

*Please return completed form via fax to:
Respective Regions Superintendent
Due date: August 26, 2011*

**NT - New Teacher
** MT - Mentor Teacher
***ST - School Support Personnel*