



New Employee Checklist

EMPLOYEE INFORMATION			
Name:		Start date:	
Position:		Manager:	
FIRST DAY			
<input type="checkbox"/> Provide employee with New Employee Workbook. <input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
POLICIES			
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> • Anti-harassment • Vacation and sick leave • FMLA/leaves of absence • Holidays • Time and leave reporting • Overtime • Performance reviews • Dress code 	<ul style="list-style-type: none"> • Personal conduct standards • Progressive disciplinary actions • Security • Confidentiality • Safety • Emergency procedures • Visitors • E-mail and Internet use 	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/work station • Keys • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Business cards • Purchase requests 	<ul style="list-style-type: none"> • Telephones • Building access cards • Conference rooms • Picture ID badges • Expense reports • Office supplies 	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Mail rooms • Copy centers • Fax machines 	<ul style="list-style-type: none"> • Bulletin board • Parking • Printers • Office supplies 	<ul style="list-style-type: none"> • Kitchen • Coffee/vending machines • Cafeteria • Emergency exits and supplies
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team. <input type="checkbox"/> Review initial job assignments and training plans. <input type="checkbox"/> Review job description and performance expectations and standards. <input type="checkbox"/> Review job schedule and hours. <input type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures.			
COMPUTERS			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail • Intranet 	<ul style="list-style-type: none"> • Microsoft Office System • Data on shared drives 	<ul style="list-style-type: none"> • Databases • Internet

New Non-Instructional Clerical Personnel and Security Monitor Orientation

It is often common for Clerical and School Security Monitors to receive individualized orientation and training at each school and non-school site location. Depending on the department, duties and job responsibilities, orientation for employees would include the job responsibilities on the attached New Employee Checklist.

Policies and Procedures

Orientation includes the policy and procedures manual provided by the school-site, region and/or district office. New employees are required to read and sign company policies for discrimination, harassment, substance abuse, and grievances. The checklist includes items to cover in discussing office rules and procedures, and the use of office equipment, telephones and computers. Office procedures include responsibilities of office staff such as: sorting mail, requesting assistance for equipment malfunctions and ordering supplies. Also included in the orientation manual are work schedule, and overtime and leave policy.

Clerical Personnel Orientation Training

In accordance with the United Teachers of Dade (UTD) Contract, all newly hired clerical employees will attend the New Employee Orientation Program during their probationary period. Personnel newly-hired as school secretary/treasurers shall attend a three-day workshop on accounting procedures prior to the normal 10-month reporting date. The workshop shall be conducted by the Accounting Department in a location to be determined by that department during the three workdays prior to the normal 10-month reporting date for clerical personnel.

School Security Monitor Orientation Training

In-service mandatory training for all new School Security Monitors is provided by the Miami-Dade County Public Schools Police Department. Such training is provided during scheduled planning/preparation days. The training module includes but is not limited to; Ethics, Job Professionalism, Campus Protocol, Preventive Procedures, Laws, Liabilities and Objectives, Reasonable Use of Force and Responsibility of Control.