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**Sample Single-Site Onboarding Checklist**

|  | Compliance | Clarification | Culture | Connection |
| --- | --- | --- | --- | --- |
| Matriculation (Send the New Hire these items) | Any necessary fingerprinting, background check, etc. informationBenefits and compensation overview and formsList of documents that must be submitted on the first dayHR handbook and policies | * Teacher and student supply request process, guidelines, and expectations * PD schedule, school calendar, and/or work schedule * Information about the first day and week | * Organizational chart * Websites to review | Welcome letter/package |
| Matriculation (Items for your network to do) | Set up any laptops and tech needs |  | Account access   * Time clocks * Other staff portals, etc | * Email lists as needed * Connect them virtually to leaders, coaches and any mentors |
| Orientation | * Complete any necessary paperwork * Provide:   + Necessary keys, codes, ID, supplies, etc.   + Technology   + Overview, process, and training for:     - Shared drives     - Other key systems | * New hire’s role, responsibilities, and expectations * Organizational chart * HR handbook and policies * Curriculum and curricular resources * School routines and procedures * Classroom management expectations * PD schedule, school calendar, class schedule |  | * Conduct campus tour * Introduce and set up meetings with:   + School leadership   + Instructional coaches   + Mentor   + Grade and content teams, as applicable * Establish academic and professional development goals with new hire * Schedule social events and team building activities |
| Management | * Technology and IT support (copy machine, lamination machine, smart board, smart TV, access to different platforms/apps, etc.) * Teacher and student supply request process, guidelines, and expectations | * Check in regularly with new hire after the school year begins about:   + School routines and procedures   + HR handbook and policies   + Classroom management expectations | Check in on evaluation process and goals | * Conduct formal and informal observations and provide feedback * Set up opportunities for peer observations or other supports for new hires * Conduct onboarding survey * Schedule events to keep engagement and support high |