****

**Sample Single-Site Onboarding Checklist**

|  | Compliance | Clarification | Culture | Connection |
| --- | --- | --- | --- | --- |
| Matriculation(Send the New Hire these items) | Any necessary fingerprinting, background check, etc. information Benefits 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
 |