

Human Resources

ONBOARDING

Human Resources Responsibility

- New hire paperwork
- Background check-no one starts prior to this being completed
- I9 completed-no one starts prior to this being completed
- Google account set up
- Email site Principal, Mentor and Director, with start date and site location
- Benefit information (if applicable)
- Badge access
- Para and Food Service Vector-first day at district for mandatory training.

Site Responsibility

- Meet the new hire on day one as they come in the door (mentor, clerical, principal, dean). This is a small item that makes a big impact
- A tour of the building if possible, also showing them their class, the breakroom, where to hang their coat, where the restrooms are.
- Safety training, showing the Emergency Operations Guide
- Distribute any keys or devices that are needed. Order and plan ahead of time if possible.
- Assigning access to items they need to be successful. Ex. New teacher that didn't attend orientation, how do they get a chromebook