



NEW EMPLOYEE CHECKLIST: *First Few Weeks*



FIRST THINGS FIRST

Make sure the new employee knows:

- His or her employee number
- How to set up his or her email account
- How to access Employee Self-Service/Paystub



GET THE NEW EMPLOYEE SITUATED

Provide the new employee information and instructions about obtaining and using equipment and supplies, departmental facilities information, safety and emergency information, and information on his or her new role.

When the new employee arrives, spend some time orienting him or her by:

- Showing them their office or desk
- Providing them a phone list/staff directory
- Providing them an organizational chart of the department/school
- Showing them where to sign-in and out each day

Provide New Employee with the following:

- Policy and procedure handbooks
- Office keys/codes
- Supplies and pertinent tools

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Computer and corresponding access to systems/software such as:

- District email
- LAUSD.net
- My LAUSD/eLibrary
- SAP
- Databases
- MiSiS
- Data on shared drives

Introduction and Tours

- Introduce the new employee to his or her mentor
- Introduce the new employee to fellow team members and key personnel
- Provide a tour of the site including
 - Restrooms
 - Copiers
 - Parking
 - Kitchen
 - Bulletin board
 - Office Supplies
 - Printers
 - Files
 - Coffee/Vending machines
 - Emergency Exits and supplies
 - Cafeteria

Review key policies

- Anti-harassment
- Overtime, vacation, illness
- Performance Reviews
- Holidays
- Personal conduct standards
- Leaves/leaves of absence/

Review District and Department/Site Philosophies

- Mission and Vision
- Code of Ethics
- Productivity requirements
- Our Customers
- Structure
- Major Functions
- Quality Control/Accountability

Review District and Department/Site History and Background

- Organization Chart
- District Structure/Hierarchy
- District History and Background

Review Other Important Information

- Important Dates/Events
- Archive of critical data
- Nearby places to eat
- List of common jargon defined
- List of LAUSD terms



REVIEW JOB SPECIFICATION PERFORMANCE EXPECTATIONS

Job Specific Orientation and Performance Expectations

- Review and discuss the class description for the position that the new employee occupies.
- Clearly define the new employee's responsibilities.
- Discuss reporting relationship(s).

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REVIEW JOB SPECIFICATION PERFORMANCE EXPECTATIONS con't

Ask and invite questions to judge the employee's comfort in and understanding of the job.

- Review job schedule and hours.
- Review initial job assignments and training plans.
- Make sure employee has the resources to perform his or her job.
- Assign and explain first project(s).
- Discuss priorities and/or how you would like him/her to determine priorities.
- List experts who can provide assistance.
- Define work behavior expectations:
 - Attendance
 - Punctuality
 - Flexibility
 - Working with supervisor, superiors, peers, and public
 - Telephone etiquette
 - Working independently
- Performance Evaluation – Tie in to expectations and standards.
- Make sure to follow-up with the employee on a regular basis to ensure all is going well.