**New Hire Orientation**

**Responsibilities of Supervisors/Principals**

Research shows that there is a direct correlation between a quality onboard experience and employee retention. This is the reason for the changes we are making to orientation. The

The intent of the changes in new hire orientation will increase the quality of the experience and learning for our new hires and therefore, increase the likely hood that these employees will remain employed in KCKPS.

**Hire vs. Start Date:** There is a need for clarification on “hire” date and “start date. Human Resources has designated the first day of orientation as the “Hire Date.” The first day on the job is referred to as the “Start Date,”

The schedule is now going to be three half-days on held on the Wednesdays, Thursdays, and Fridays following the BOE meetings. (See attachment for schedule.) In addition to the trainings provided by the district, the expectation is for supervisors/principals (or their designee) to provide training at their work site on the other half of each day that should include job and site-specific training. A list of possible trainings is provided to assist you in your planning.

**Before the New Hire’s First Day on the Job**

* Notify new hire to inform when and where to arrive during the three days and times they are at the site
* Where to park
* Whom to report to
* Work place is prepared
* Materials and equipment issued (as appropriate)

**Fundamentals**

* Introduce new hire to key staff
* Explain hours of work/shift
* Grooming and dress code
* Explain training procedures and expectations
* Performance evaluation
* Employee handbook
* Illustrate the “big picture “ – how each position relates to the others on the team
* Share your school’s/ department’s vision, mission and values
* Assign tour new hire a “buddy” who cab answer simple procedural questions later
	+ NOTE: First/Second year teacher require a mentor; that name should be given to Ms. Lindsey Schneider

**The Basics**

* Point out the location of the restroom, work room, break room, etc.
* Provide a quick tour of the facility
* Show where new hire is to store personal belongings

**Policies and Standards**

* Revie policy on Internet and phone usage during work time
* Discipline
* Absenteeism
* Harassment and bullying free workplace
* Upgrades and on-the-job training
* Overtime practice for non-salaried employees
* Personal use of equipment and supplies
* Collective agreement for instructional staff

**Workplace Security, Safety and Emergency Procedures**

* How to lock/secure work place up
* How to call for help
* How to deal with a threatening employee or customer
* Fire procedures
* Personal safety procedures
* Reporting accidents
* First aid room/resources
* COVID-19 Health & Safety Plan
* COVID-19 Health &Safety protocols, procedures and policies
* Personal protective equipment

**Set Job and Site Expectations**

* Probationary period and performance-appraisal time
* Review the job description, pointing out what’s expected in regards to:
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	+ Major duties and responsibilities
	+ Performance standards
	+ Hours
	+ Staff meetings
	+ Workload
	+ Training
	+ Pay particular attention to sharing your customer service philosophy

**Begin the Training Program**

* On the first day, provide preliminary training, whether it’s how to run the cash register or how to handle phone calls
* Explain that you’ll offer ongoing training in the days ahead—whether it’s mentoring one-on-one or attending a training session