

WORKSITE – NEW HIRE ORIENTATION

Employee: _____ Position: _____

Worksite: _____ Site Supervisor: _____

TO BE COMPLETED BY THE SITE SUPERVISOR (or Designee) AND THE EMPLOYEE

TOPIC:	Date completed:
1. Where to store personal belongings	
2. Where to park /Tobacco Free Policy	
3. Time keeping system (required daily clock in and out)	
4. Review assigned work hours/schedule & procedure for requesting time off	
5. Destination Log use	
6. Who to contact if unable to come to work & how to reach that person	
7. Center walk-thru & facility set-up	
8. Assign keys and/or alarm code to facility (if applicable)	
9. Review and explain posted Health & Safety Documents, Policy & Procedure Manuals (MSDS, Sanitation, Health, Ed, FCP), Poster Ring sets, Center Disaster Plan	
10. Introduction to worksite staff & their responsibilities as center team members	
11. Introduction to children	
12. Explain and schedule 1:1 supervisor meetings (when will be done/who will conduct)	
13. Location of worksite tools & supplies (e.g. desk, supplies, phones, fax, staff computer)	
14. Explain worksite Disaster & Emergency Plan (fire, earthquake, safe room drills)	
15. Location of spill kits & first-aid kits & use/storage of red fanny packs/backpacks	
16. Medications administration forms/policy, storage, logs, etc.	
17. Required reporting of injury, illness, near misses or unsafe conditions in a timely manner and the location of Accident Reporting Notebook	
18. Location of critical facility equipment (gas main, hot water heater, circuit breaker box, fuse box, water well pump, sump pump, etc.)	
19. Location of emergency food & supplies	
20. Discuss your expectations & the employee's expectations of the position (e.g. task guide/job description)	
21. Review how to access your Agency email and how to access policies & procedures, forms and employee handbooks on the Agency website.	
22. Storage of child files & other confidential documents/information	
23. Discuss how the employee can get his/her questions answered	
24. Review potential chemical hazards (proper use, handling, storage)	
25. Review the housekeeping responsibilities at the worksite; facility/center upkeep; cleaning/sanitation requirements	
26. Explain proper mixing solutions & uses for the cleaning products.	
27. Discuss employee's goals and plans as a staff member of the agency	
28. As required, arrange for additional content training with Content Area Managers & Supervisors	
29. Review facility licensing requirements (extended year center)	
30. Review child:adult staffing requirements	
31. Review home visit procedures	
32. Review components of classroom activities/curriculum/environment	
33. Review Special Needs children and IFSP process	
34. Review Child Guidance Plans & Expectations/Requirements	
35. Review bus loading & unloading procedure	
36. Review agency name badge policy	
37. Review dress code and footwear policies	
38. Other:	

The above topics have been reviewed and discussed by employee and supervisor.

REVISED 07/10

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Complete, sign and **return to Human Resources within 10 working days** of the new employee's first day.