

Lamoille North Supervisory Union
NEW EMPLOYEE ORIENTATION

If you have been hired to work in a school, you will complete much of your orientation there, however, before you can receive a paycheck the following steps must be followed and forms completed and brought to the Lamoille North Supervisory Union office located at 95 Cricket Hill, Hyde Park, VT 05655.

New Employee Checklist

A positive orientation program will provide you with a solid foundation for success.

The checklist below is designed to help ensure that your questions or concerns are addressed in reference to benefits and services, policies and procedures, job functions, and your role and responsibilities within the organization. As you receive orientation information, check off the items listed below. If any items could be answered "No" and are applicable to you or your position, or "Need more information," please bring these items to the attention of your supervisor.

- Fingerprint Form has been submitted
- Life insurance form has been submitted
- Health insurance form has been submitted
- Savings election form has been submitted
- Designation of Beneficiary form(s) have been submitted

- I know what benefits/services are available for me and how/when to enroll
- I know how to contact the districts Employee Assistance Program.
- I have received an employee photo identification/badge
- I have met my supervisor/managers
- I have met my co-workers and others with whom I will interact frequently
- I have toured my work area
- I have located facilities that I may need (cafeteria, restroom, parking, etc.)
- I have received a key or access to my work area
- I understand the communication system within my department
- An email account has been assigned to me

- I can explain my job responsibilities
- Performance standards have been explained and are clear to me
- Policies and procedures have been explained
- I can explain the terms and conditions of my employment
- I have been given documentation relevant to my job
- I understand how my job fits with other jobs in my department and District
- I can describe the products/services we provide for Students and the District
- I can explain who our customers are internal and external
- I know where to get supplies and equipment
- I know who to ask for help
- I know what to do in an emergency
- I know what skills are needed to advance
- I am aware of training opportunities or who to ask about them
- I have toured the building and my specific work area
- I have access to Policies and Procedures
- I understand my specific duties and responsibilities
- I have a copy of my Job Description
- I have a copy of my performance standards and evaluation form sample
- I have access to the District Health and Safety program

Signature of Employee: _____

Signature of Supervisor: _____

Date: _____

Date: _____