MECHS Student Services Department
Induction Checklists

Pre-Induction Checklist
(to be completed by Site Admin)

- Communicate Student Services Department job opening to Co-Director(s)
- Notify Co-Director(s) when staff member is hired, scheduled for site-level orientation

Phase I - Site Orientation Checklist
(to be completed by Site Admin)

Site-Level (Site Admin)
- Review Sign-in/Sign-out Procedure; Pay period; Timesheets; Scheduling
- Go over building layout
- Assure E-Mail access
- Technology
- Kronos Login
- Etrieve
- Specify school day procedures
- Review staff evaluation procedures
- Review MECHS Charter
- Ensure that new employee has all necessary technology
- Review Site SMART Goal and obtain employee signature

Phase II - Department Orientation/Job-Specific Training/Shadowing Checklist
(to be completed by Student Services Trainer)

- Present “MEC Way”
- Provide overview of Student Services Department
- Ensure that technology is functional (logins, passwords, etc.)
- Review Job Description and Performance Evaluation
- Schedule shadowing experience(s), as appropriate
- Provide job-specific training
- Document completed components in Training Log

Phase III - Follow-up Checklist
(to be completed by Student Services Trainer)

- Meet with Trainee at their site, if possible
- Discuss any questions/concerns related to duties/responsibilities
- Debrief job shadowing experience(s)
- Provide ongoing support as needed