

## **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