

## **New Employee Orientation/Training Guide**

After receiving confirmation from Personnel Department that employee is officially hired:

- 1) Director of Student Engagement and Retention or Director of Prevention and Intervention Services will email the appropriate trainer that new employee has been hired.
- 2) Director of Student Engagement and Retention or Director of Prevention and Intervention Services will email Site administrator to be sure new employee has a computer.
- 3) Student services trainer will generate email to employee to schedule time to meet for orientation. Attach the following documents to the email:
  - Orientation Checklist
  - Job Description
  - Performance Evaluation
  - CC: Site administrator and Trainer
- 4) Student Services trainer will email appropriate personnel to get access to needed program(s). Ask them to cc you on login information so you have it for orientation
- 5) Trainer will meet with new employee for orientation to include:
  - Welcome to MECHS PowerPoint
  - Technology Check:
    - Google
      - E-mail
      - Drive
      - Docs
      - Sheets
    - LiveBinder
    - Kronos
    - onTrack/LEO
    - Doc e Fil
    - Infinite Campus
    - GradPoint
- 6) Trainer will conduct job specific training with new employee
- 7)Trainer will conduct follow up with new employee about 4 weeks after initial training.

**E-mail Contents:**

Hi New Employee...Welcome to MECHS and the ## Site's Student Services Department! I am Co-Director of the system Student Services Department, along with PS?, and your particular job falls under my supervision. I look forward to meeting you!

We need to get your training coordinated. These are the components:

- Pre-Orientation - this will be done with your Site Admin
- Orientation - this is typically done by either PS? or me
- Shadowing - this will be coordinated by your job-specific trainer, Trainer
- Job-Specific Training - this will be conducted by your job-specific trainer, usually at his/her site
- Follow-up - again, Trainer

Trainer is your counterpart at the ## Site in ##, Georgia. She is also the East/West/Central Region Trainer for your job position. I have copied her on this e-mail to get the ball rolling.

I have attached several documents for you to review. Please print the Induction Checklist and have appropriate staff sign at each stage of your training. You will be “turning this in” to your trainer once the process is complete.

Again, welcome and I look forward to working with you! PS?

**ATTACHMENTS**

Job Description

Performance Evaluation

Induction Checklist