

Chinook's Edge School Division No. 73
New Support Staff
School Orientation Checklist



EMPLOYEE INFORMATION

Name:	Start date:
Position:	School:

POLICIES, PRACTICES & POSITION INFORMATION

<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> • Expectations • Security • Emergency Procedures • Visitors • Staff Meetings • Breaks • Dress • Expense Reports • Time Sheets (if necessary) 	<ul style="list-style-type: none"> • School Mission, Vision and Goals • Review job description and expectations • Review evaluation, supervision and growth plan information • Review job schedule and hours • Keys / access cards • Purchase Requests • Calendars
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TECHNOLOGY

<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail • Intranet • CESD Website • Job Specific software programs
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INTRODUCTIONS AND TOURS

<input type="checkbox"/> Give introductions to school staff during tour.		
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Classroom • Staffroom • Mail • Restrooms • Kitchen • Coffee/vending machines • Emergency exits and supplies 	<ul style="list-style-type: none"> • Printers • Workroom • Parking

SAFETY

<input type="checkbox"/> Safety Policy and Procedures
<input type="checkbox"/> Work Refusal
<input type="checkbox"/> Emergency Response
<input type="checkbox"/> Hazard Assessment Review
<input type="checkbox"/> Duty to report hazards and Accidents

<input type="checkbox"/> Information provided on:	
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 School Signature

 Date

 New Employee Signature

 Date