

New Employee Checklist

The employee shall complete this checklist during the first two weeks of employment. If you need assistance, do not hesitate to ask your immediate supervisor. Complete each item, have it initialed by the person designated and return it to the person by whom you were hired.

Your immediate supervisor is _____

<u>Task</u>	<u>Designated</u>	<u>Initial</u>
Meet administration	Person Hiring	_____
Tour building	Person Hiring	_____
Locate staff bathrooms	Person Hiring	_____
Meet kitchen staff	Person Hiring	_____
Meet custodial staff	Person Hiring	_____
Locate mailboxes	Beth Colon-Pagan	_____
Locate special files/review procedure	Beth Colon-Pagan	_____
Review staff development requirements	Person Hiring	_____
Complete fingerprinting/criminal check sheet	Leslie Blake	_____
Locate cumulative files/review procedure	Leslie Blake	_____
Complete and return physical	Leslie Blake	_____
Review procedure of absences	Pam Miller	_____
Rec' explanation of universal precautions	Nurse	_____
Complete Emergency Form	Nurse	_____
Review time of arrival/departure	Supervisor	_____
Review duty responsibilities	Supervisor	_____
Review discipline system	Supervisor	_____
Review staff handbook/maroon binder	Supervisor	_____
Review emergency procedures	George Szelest	_____
Receive Keys	George Szelest	_____

Child Specific Training

Review file/IEP	Supervisor	_____
Review special behavior program	Supervisor	_____
Review documentation expectations	Supervisor	_____
Review lifting/transferring techniques	Physical Therapist	_____
Medicaid forms	Beth Colon-Pagan	_____

Signature of Employee _____ Date _____

Signature of Person Hiring _____ Date _____