

Buddy Checklist

- **Take the new employee on a tour.** The first week is perfect for the tour. Show the new hire where the restrooms are located, where to find each department, the best place to park, the break room and the best local lunch spots to try out. This is a good time to make introductions to the team.
- **The unwritten rules.** Go over stuff you know will come up like your policy on Facebook at work or the best way to call in sick. Don't leave it to the employee to wonder.
- **Work with your supervisor** to add items to your list that are specific to your school or department.

Week One and Two:

1. Conduct a general tour of your department/building and introductions.
2. Review schedule and work hours.
3. Review the position information and job description. *Your supervisor will get the JD to you
4. Talk with the new employee about their job tasks and initial assignments.
5. Review crisis/emergency plans.
6. Check that equipment/property assigned to the employee is functioning and answer related questions.
7. Ensure the employee has met with key colleagues (secretary, department leads, etc.)
8. Invite the employee to connect with any district social media accounts. *Lauren Aiello can help with this also
9. Help with logging into email, frontline, and accessing paychecks.
 - a) Where can they find a computer in your school/department
 - b) Who can help them if they need help?
10. Help them find the policy sign off in Frontline and then assist them.
 - a) Show how to locate and then review classified and department handbook and expectations.
 - b) Review evaluation. *Paper copy is in the new hire packet
11. Explain paychecks and how to contact business office.

*Touch base each day to ensure they are settling in.

Month One:

1. Continue to provide regular feedback.
2. Ask for feedback from the employee.
3. Review what the past few weeks were like.
4. Review upcoming expectations.
5. Ensure the employee is on schedule with training and evaluation.