

**PARMA CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

Supervisor/Principal Checklist for All Employees New to Your Building

Below is a checklist of items to review with employees new to your building. Please be certain to review these items during the first week the employee reports to your building.

DATE	ITEM	DATE	ITEM
_____	Personal Welcome	_____	Work hours, lunch and break schedules
_____	Tour of facility, including:	_____	Attendance and tardiness rules
_____	restrooms	_____	Discipline rules
_____	supply areas	_____	Dress code rules
_____	lounge areas	_____	Other relevant policies/rules
_____	nurse's office/first aid station	_____	Procedures for notification of attendance/absences
_____	cafeteria	_____	Procedures for completing time cards
_____	media center	_____	Security procedures
_____	supervisor's/principal's office	_____	Fire/emergency/tornado procedures
_____	exits and entrances	_____	Student first aid/accident reporting procedures
_____	parking facilities	_____	Personal injury/accident reporting procedures
_____	Introductions, including:	_____	Job performance standards
_____	supervisor/principal	_____	Job duties and responsibilities
_____	secretary(s)/clerk(s)	_____	Performance appraisal system
_____	custodian(s)	_____	Complaint procedures
_____	colleagues	_____	Employment termination procedures
_____	supervisor(s)	_____	Procedures for progress reports/report cards
_____	media specialist(s)	_____	Prompt return of schedule cards (secondary level)
_____	guidance counselor(s)		
_____	Provide Building CIP and policies, including:		
	Handling of Monies		
	Controversial Issues		
	Confidentiality of Information		
_____	Copy Center procedures		

Please review the above items with all employees new to your building. Sign below and return this checklist to the Human Resources Office no later than two weeks after the employee reports to your building.

Employee Signature Date

Supervisor/Principal Signature Date