

# Franklin Central Supervisory Union

## NEW HIRE CHECKLIST

### Before the Employee is Hired

#### Principal/Director/Supervisor Responsibility

To help the applicant understand all that is required and to ensure that he/she is not overlooked on payday if he/she should be hired, complete and forward the following to the Superintendent's Office:

- \_\_\_\_\_ Requisition Form: This must be completed and approved before the recruitment process begins. It is used to monitor open positions and encumber funds within the Supervisory Union.
- \_\_\_\_\_ New Hire Information Sheet: Includes information and recommendation to HR for a posted position
- \_\_\_\_\_ Send Supporting Documentation to HR: a completed/signed application, 3 letters of reference/reference check forms, certifications, licenses, transcripts, and other special or required info.
- \_\_\_\_\_ BFA Special Education Professionals or Para professionals: Sp Ed Asst Director/Director is part of interview team.
- \_\_\_\_\_ K8 Special Education Professionals: final interview with Special Ed Asst Director or Director

#### Central Office Responsibility

- \_\_\_\_\_ HR meeting with applicant to determine salary placement, benefits, and contractual information
- \_\_\_\_\_ Superintendent meets with applicant, and if applicant is approved, recommends to appropriate Board for hire, as required by state statute (**this step only for professional staff, not paraprofessional or support staff**)
- \_\_\_\_\_ Criminal record check form, payment, and outcome report
- \_\_\_\_\_ I-9 form and supporting verification documents and W-4 for tax withholding
- \_\_\_\_\_ Provide substitute orientation for non-licensed educator and apply for provisional/emergency license

### After Board Approval of Employee for Hire

#### Principal/Director/Supervisor Responsibility

- \_\_\_\_\_ Schedule for Orientation: If the person starts prior to the school year, or is unable to attend August orientation, provide an orientation session. This is the official introduction to the Supervisory Union/School after hiring takes place.
- \_\_\_\_\_ Plan for Workspace: Whether it's a classroom, desk or cubicle, arrange a space in advance for the new employee.
- \_\_\_\_\_ Provide Resources: Arrange for phones, technology information, office supplies, resource materials (listing of internal phone numbers, phone book, and key contact people), keys, parking space assignment.
- \_\_\_\_\_ Key Contact People: Provide key contacts with advance notice that the new person will be joining your team. This could be done by a simple memo, e-mail or through committee/department meetings.
- \_\_\_\_\_ Discuss work hours: Set the expectation for when the workday will start and end. Explain lunch and break time, sick, vacation, holiday and leave time policies. Even if explained earlier or outlined in Master Agreements, it is important to reiterate and allow the new employee an opportunity to clarify any point.
- \_\_\_\_\_ Tour the worksite: Familiarize your new employee with restrooms, break areas, parking, and other important areas such as where supplies are kept, and where copier and fax machines are located.
- \_\_\_\_\_ Introduce to Co-Workers: It is important for new employee as well as current employees to have introductions.
- \_\_\_\_\_ Review Procedures: Review policies and customs for leave time scheduling, timecard procedures, ordering supplies, answering phones, dress code, other guidelines and policies which may be unique to the school/department.
- \_\_\_\_\_ Overview: Review the mission and function of the area and how it integrates with the rest of the School and the Supervisory Union. Identify key and ancillary members, chain of command, contacts, vendors, etc.
- \_\_\_\_\_ Establish Objectives: Review the department and individual objectives and indicate times and measurements. Share performance evaluation information as well as job description.
- \_\_\_\_\_ Review Job Opportunities: Review the pay structure, standardized job posting process.

#### Central Office Responsibility

- \_\_\_\_\_ Monitor licensure process for employees seeking provisional or emergency licensure
- \_\_\_\_\_ Inform employees of deadlines, benefit enrollment information
- \_\_\_\_\_ Provide updated pay, benefit, and contractual information
- \_\_\_\_\_ Provide information and direction for Central Office services