



Welcome to Prince George's County Public Schools
New Employee Induction Checklist
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This is an exciting time for you, and we're here to make sure you have a strong foundation as you get started! The checklist below and accompanying resources provide key information to help set you up for success.

Some items may be specific to your office or division, so if you have any questions, feel free to reach out to your assigned department-based Onboarding Support Partner, Supervisor or another team member.

Day 1 Orientation In-person Orientation at Isaac Gourdine	
<input type="checkbox"/>	Received printed organizational chart
<input type="checkbox"/>	Received Login Credentials
<input type="checkbox"/>	Received StrengthsFinder Assessment code & Intro Session
<input type="checkbox"/>	Created email signature
<input type="checkbox"/>	Received Welcome gift

Day 2 Orientation In-person Orientation at Isaac Gourdine	
<input type="checkbox"/>	Access Staff Portal & Oracle
<input type="checkbox"/>	Review the New Employee Induction Portal
<input type="checkbox"/>	Access SafeSchools videos
<input type="checkbox"/>	Access eDoctrina for Professional Development & Goal Setting (review videos for support)
<input type="checkbox"/>	Receive New Employee Checklist
<input type="checkbox"/>	Meet union representatives (if applicable)
<input type="checkbox"/>	Pick up ID Badge

Days 3 -5 (Integrate Phase)		Date Completed
<input type="checkbox"/>	Meet your Onboarding Support Partner (OSP)	
<input type="checkbox"/>	Meet your new team!	
<input type="checkbox"/>	Take a guided office/building tour	
<input type="checkbox"/>	Complete & Submit the “New Employee Emergency Contact Form” and ensure your supervisor and admin support has a copy of your emergency contact information.	
<input type="checkbox"/>	Schedule a meeting with your administrative Support staff to go over office procedures (i.e. supplies, leave, voicemail, email, badge use & expectation, access to printers, etc.)	
<input type="checkbox"/>	Check with your Supervisor or Administrative Support Staff to ensure any team phone/email contact lists or applicable meeting invitations are updated with your information.	
<input type="checkbox"/>	<p>Meet with your Supervisor to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understand job roles and responsibilities <input type="checkbox"/> Review organizational chart for your office <input type="checkbox"/> Learn about your staff and its mission, vision, values <input type="checkbox"/> Review how your work connects to the mission and vision of your division/office or program <input type="checkbox"/> Ask for an overview of administrative items – position description, performance plan, performance, policies, tour of duty, telework, <input type="checkbox"/> Discuss expectations – open communication, confidentiality, regular feedback, cubicle/office etiquette, continual learning, etc. <p>Locate and know the answer to questions such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workplace safety (e.g. fire alarm protocol, injury reporting, health clinic info, etc.) <input type="checkbox"/> Job policies (e.g. telework, schedules, inclement weather, use of equipment, etc.) <input type="checkbox"/> Building access with badge <input type="checkbox"/> Safe Schools videos <input type="checkbox"/> Other (e.g. dress code, employee code of conduct, staff portal, etc.) 	



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14-30 Days after Start Date (Integrate Phase)		Date Completed
<input type="checkbox"/>	Confirm that the you have received staff meeting invites and other relevant connecting introductory meetings	
<input type="checkbox"/>	Review required Safe School videos	
<input type="checkbox"/>	Schedule a check in with your Supervisor and discuss how your first week went! (Discuss experiences and alignment to expectations)	
<input type="checkbox"/>	Talk with your Supervisor about tracking performance and accomplishments. Learn which items should be a part of your quarterly reviews	

WITHIN THE FIRST 30 DAYS:

During the first 30 days, you want to meet with your Supervisor or OPOC/Onboarding Support Partner several times to review office expectations, discuss progress, and continue efforts toward integration into the team.

Here are some suggested topics:

During this time, you should:

1. Discuss your initial experience and how is it matching their expectations
2. Discuss your concerns or issues
3. Discuss any issues related to system access (eDoctrina, Oracle, Staff Portal, etc..)
4. Review your progress toward initial goals
5. Create and discuss your performance goals
6. Identify any additional training needed
7. Identify any upcoming opportunities to meet with key individuals
8. Answer any questions



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30-90 Days after Start Date (Integrate Phase)		Date Completed
<input type="checkbox"/>	Work with your Supervisor to be introduced to other internal and external stakeholders and/or Program Leaders (as applicable)	
<input type="checkbox"/>	Create and discuss your Performance Goals in preparation for your Beginning of Year (BOY) conference	
<input type="checkbox"/>	Schedule your BOY conference with your supervisor	
<input type="checkbox"/>	Schedule a 1:1 Strengthsfinder coaching session	
<input type="checkbox"/>	Ask your Supervisor for potential "office mentors" to grow within your role.	
<input type="checkbox"/>	REMINDER: Ask for performance feedback early and often from both your Supervisor and your teammates	
<input type="checkbox"/>	Learn more about Continuing Professional Development opportunities via the PD Catalog and other sources relevant to your position.	
<input type="checkbox"/>	Continue to review your checklist and talk with your Supervisor to ensure you are both on the same page or timeline related to task completion	

During the first 90 days, you want to meet with your Supervisor several times to:

1. Discuss experiences and their alignment with his/her expectations
2. Review progress toward initial goals and adjust if necessary
3. Discuss any of his/her concerns or issues
4. Provide feedback on performance to date and solicit feedback
5. Discuss your experience with your Office Guide and identify a potential Mentor

Things I want to remember to ask about:

- 1.
- 2.
- 3.
- 4.