A blue and red logo

Description automatically generated

**Build Your Team: Onboarding New Staff Checklist**

*Use this checklist to evaluate the onboarding of new staff in your program. For each item, place a check in the column that applies. Use “We’ve got this!” for items that are working well. Use “This is a work in progress” for your growth areas. After you complete the checklist, think about how your responses might point you to a place to start your quality improvement work.*

|  |  |  |
| --- | --- | --- |
|  | **We’ve got this!** | **This is a work in progress** |
| My new staff member reviewed our:   * 1. Program’s curriculum   2. Staff Handbook   3. Family Handbook   4. CT health and safety licensing regulations |  |  |
| My new staff member understands the job description for their role. |  |  |
| If my new staff member is  multilingual, they have  onboarding materials in  their native language. |  |  |
| My new staff member is  enrolled in the Registry. |  |  |
| I check in with my new staff member weekly. |  |  |
| My new staff member is  paired with a mentor or  coach. |  |  |
| I check in with my new staff member’s mentor or coach weekly. |  |  |
| My new staff member knows  how to find resources to  support children’s learning. |  |  |
| My new staff member knows  how to find higher education  Coursework. |  |  |
| My new staff member knows  how to find OEC  scholarships to support  higher education  Coursework. |  |  |