

**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.*

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| --- | --- | --- |
|  | **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 ismultilingual, they haveonboarding materials intheir native language. |  |  |
| My new staff member isenrolled in the Registry. |  |  |
| I check in with my new staff member weekly. |  |  |
| My new staff member ispaired with a mentor orcoach. |  |  |
| I check in with my new staff member’s mentor or coach weekly. |  |  |
| My new staff member knowshow to find resources tosupport children’s learning. |  |  |
| My new staff member knowshow to find higher educationCoursework. |  |  |
| My new staff member knowshow to find OECscholarships to supporthigher educationCoursework. |  |  |