

GPSD New Employee Onboarding Information Sheet

The onboarding process is critical to the success of a new employee in GPSD. Onboarding is a collaborative process that includes a number of departments and teams with specific onboarding responsibilities. The new employee onboarding process begins before the employee presents on the first day of work. Please review for details on the pre-board process.

First Day of Employment – District Welcome Meeting

On their first day of employment, new employees will present at 9:00 am to the Beach Administration building for a new employee welcome review. During this process, the HR Representative from the Office of Staff and Student Services will follow the below guide.

Employment Documents and Training

- Welcome Meeting Agenda and Checklist
- Confirmation of Employment Documents
- Collect any missing new employee documents
- Verify employee has website link for new employees
- Review required online trainings with due dates to:
 - Safe Schools
 - PowerSchool University
 - Website Introduction
- Introduce new employee representative from assigned building
- If new employee is a bargaining unit employee, provide copy of contract

Employment Certifications

- Introduction to Secretary of Chief Academic Officer
- Review of NJDOE teaching certification
- Verification of certification details
- If needed, review of provisional program and mentoring process

Work Schedule, Time and Attendance

- Provide staff member schedule in daily matrix format showing course assignments
- Review hours of work. Explain policies and procedures for personal and sick time (AESOP, substitute service)

Payroll Department

- Introduce new employee to payroll coordinator
- Verify completion of payroll and pension paperwork
- Discuss payroll schedule
- Provide links to employee timesheet process

Conclusion of Welcome Meeting

New employee provided with a detailed checklist containing appropriate training signatures indicating completion of district welcome meeting. New employee released to respective building for building welcome meeting.

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After finishing the welcome meeting, new employees will be released to report to their assigned location to participate in a building level welcome meeting

First Day of Employment – Building Welcome Meeting

During this process, the building administrator or designated staff member will follow the below guide.

On the morning of the new employee's first day of employment, the building administrator or designated staff member will send all building staff, the new employee notification email. (Copy attached.)

Work Environment

- Introduce new employee to office staff
- Explain building/department procedures
- Review employee assignment
- Tour the building (bathrooms, break rooms, cafeteria, special areas, assigned classroom/office)
- Review security guidelines for building and room access
- Provide copy of emergency exits and procedures including evacuation plans
- Physically walk to emergency and first aid supplies

Technology Related Access

- Review key fab usage
- Visit designated photocopier and scanners locations, review supply area and instruct how to order supplies.
- Review telephone settings
 - Set up and access to voicemail
 - Dialing inside or outside lines
 - Emergency call instructions
 - Phone directory (both on phone and online)
- Confirm network access from building
 - Website access
 - Email
 - Set up email signature
 - Employee specific access (PowerSchool, Oncourse, Frontline)

Conclusion of Building Welcome Meeting

Upon conclusion of the building level meeting, new employee and building administrator or designated staff member will review and sign detailed checklist containing training topics indicating completion of building welcome meeting.

During the First Week and Third Week of Employment – District & Building Level

On the first Friday following the first week of employment, and the third Friday following the third week of employment, both the HR Representative and the building administrator or designated staff member will:

Connections

- Contact employee to review first week activity to include:
 - Overall experience
 - Technology access and assistance

GPSD New Employee Pre-Onboarding Process



GPSD New Employee Email Template

To: [Staff in new employee's building]

From: [Building Supervisor or Designated Staff Member]

Date: [One week before new employee's start date]

Subject: Welcoming [New employee]

I'm very pleased to announce that [new employee] will be joining us as [job title] starting today. [New employee] will be responsible for [insert information about what he/she will be doing or assigned course category i.e. English, Math].

[New employee] has recently joined us from [information about recent relevant employment background].

Please stop by [where to find employee i.e. room #, office location] to meet [new employee] and welcome [him/her] to our team!

You can reach [new employee] at:

[work address/office location]

[phone number]

[email address]