



# Spokane County Head Start/Early Head Start NEW EMPLOYEE ORIENTATION CHECKLIST

Review and complete the following items with all new staff and volunteers. Date each item as discussed.  
Upon completion, give a copy to the employee and file the original in the supervisor's file.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

## STAFF REQUIREMENTS – NEW HIRE STAFF PACKET

* DSHS criminal history check	* Center and staff chart
* Confidentiality agreement	Organizational chart
* Standards of conduct agreement	Current month's staff calendar
* New employee and PIR information	New staff Head Start and CCS training
* Bloodborne pathogens (HIV/AIDS) training	Computer orientation
* Food handler's card	CCS orientation
* Tuberculin (TB) test	* Job description and performance elements
First-aid/CPR card	Employee performance evaluation (third and fifth months)
Mileage reimbursement (vicinity travel) including driver safety training	Program calendar, goals, and work plan (calendar includes scheduled trainings)
* Timesheet reporting and leave procedures	Teachers only: Verification of 20 hours basic or educational exemption and STARS ID #

## BUILDING AND CLASSROOM INFORMATION

* Tour building	* Schedule of activities ( <i>posted</i> )
* Emergency procedures and phone numbers ( <i>posted</i> ) including disaster plan	* Planned daily activities and routines ( <i>posted in classroom</i> )
* Fire and emergency evacuation routes ( <i>posted</i> )	Classroom safety plan
* Location of first aid kit and emergency lighting device (flashlight)	Keys
Opening and closing of center ( <i>if appropriate</i> ) Opening and closing duties	ID card
Capacity of center and rooms/areas ( <i>posted license</i> )	

## PROGRAM MANUALS AND CENTER PROCEDURES

Administration Manual	Family Services Manual
Program requirements <ul style="list-style-type: none"> <li>• Performance standards</li> <li>• Licensing regulations</li> <li>• National accreditation</li> </ul>	HS/EHS Master Forms Manual <ul style="list-style-type: none"> <li>• Forms drawer</li> <li>• Online forms (HS/EHS and CCS)</li> </ul>
Health care plan	Community Resource Directory (CRD) and 2-1-1 system
Education Manual	* Part-Time/Volunteer Orientation Handbook

\* *Part-time/volunteer orientation*