

Orientation Checklist



Please use this sample staff orientation checklist as a template. You may cut, copy, and paste as needed. Please note that the list is not all inclusive and your checklist may have different items included. *Items in red are required by ND Early Childhood Services Rule to be addressed in the first week of work.*

Employee Name: _____

Classroom: _____

Date Hired: _____

Supervisor: _____

Pre-Hire

- Complete Background Check
- Complete Finger Printing
- Job Expectations
- Parking, Dress Code, Storage of Personal Items

| Date Covered | Employee Initials | Verify Understand Policy/Procedure | Date Completed |
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Onboarding

- Complete Necessary HR Paperwork
- Insurance/Benefits
- Pay Schedule/Direct Deposit
- Staff Emergency Contact Information
- Set Up Individual Growing Futures Account

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Getting Started

- Mandated Reporter
- Safe Sleep Training
- CPR/First Aid

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