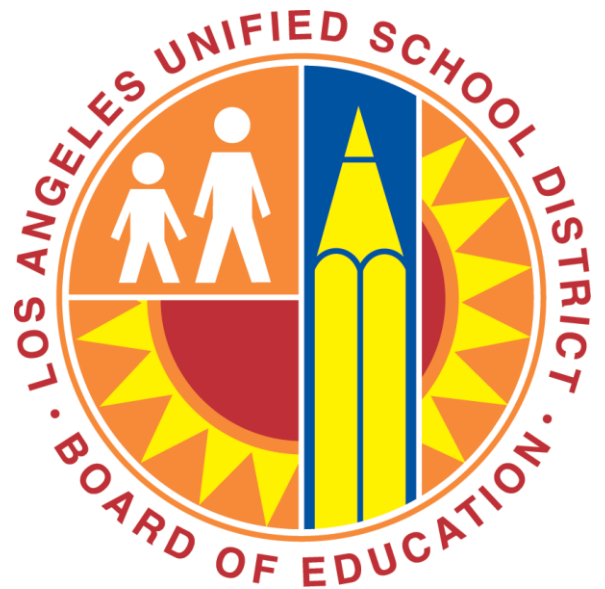


New Employee Checklist



**Organizational Excellence
Classified Training**

Los Angeles Unified School District

June 2013



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Before You Begin...

Congratulations on your new position at the Los Angeles Unified School District! There will be a lot to learn during your first few days and months on the job, so we hope you will find the information in this packet useful as you come onboard.

Know About LAUSD

Mission

The teachers, administrators and staff of the Los Angeles Unified School District (LAUSD) believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential.

Vision

Every LAUSD student will receive a state-of-the-art education in a safe, caring environment, and every graduate will be college-prepared and career-ready.

Know Your School/Department

[District Guide to Offices](#) – Entry to school, department, program, and employee-related sites.

[Find A School](#) – Find contact information for every school in the district.

[New Hires FAQ](#) – For other typical questions you may have such as attendance policy, deductions, district facts, forms, and more.

Know What to Expect & Ask

The Employee Transactions Services Branch ([ETSB](#)) has been working with you during the onboarding process thus far. Your hiring supervisor and ETSB will determine a formal start date, and should be notifying you with an exact day that you will begin work. Expect a phone call from your school/ department representative and ask questions to be sure you are aware of everything you need to know before your first day. During this phone call/interaction, we recommend filling out the chart below to know the following:



Questions to Ask Before the First Day

Exact Address Of Your Work Location	
Arrival Time For First Day	
Name Of Person To Report To On First Day	
Work Schedule	
Name Of Your Direct Supervisor	
Supervisor's Contact Information	
Attire/Dress Code	
Parking Information/Code	
Building Security	

Recommended Questions to Ask

Do not feel awkward about asking questions prior to your arrival. Here are some example questions you may ask your hiring supervisor or manager, or the human resources person with whom you've been in contact:

- Should I bring a lunch my first day?
- Do I need to bring any tools or supplies of my own for the first day?
- If commuting by rail or bus: how do I get a rail or bus pass prior to my first day?
- Will I have a schedule for my first days, such as for meetings or required training?



Learn Your Options

Benefit Options

LAUSD offers a competitive benefits package for eligible employees and their eligible dependents. As a new employee, you should explore the great benefits plans available to you. Review benefits plans so you are prepared and enroll within the first few days of your hire date. Enrollment is not automatic, so take the time to review your benefit options prior to your arrival and be ready to sign up.

[Benefits Website & Information](#)

Travel Options

LAUSD is the second largest public school district in the nation with four local educational service centers and business offices, including the administrative headquarters located at 333 S. Beaudry Avenue in downtown Los Angeles. After confirming where your department or school worksite is located, learn about commute options so you can get to your work location with confidence on your first day. Preparing a route will help you arrive safely and on time.

Employees working at **Beaudry Headquarters**

[Beaudry Administrative Headquarters](#)

[Staff Parking LAUSD Administrative Headquarters;](#)

[Metropolitan Transit Authority](#)

[Los Angeles Department of Transportation](#) – DASH & Commuter Express schedules

[Map of LAUSD](#)

Employees working at **School Sites or Local District Offices**

[Find A School](#)

[Local Districts](#)

[Google Maps](#)

[Map of LAUSD](#)



First Few Weeks

Get Situated

Your first days on the job can be simultaneously exciting and overwhelming. You will be introduced to the people, processes, and systems you will interact with, as well as the work environment and organizational structure of LAUSD. Here are some steps that will help you get situated in your new job.

Arrive Safely And On Time. Be sure that you know your work schedule and ask your supervisor how you will be required to document your time.

- Time card** – Signing in and out
- Policy clarification** – Clarify any policies about lunch and break times
- Payroll contact** – Identify the payroll person at your location who is responsible for timekeeping questions

Introductions. Meet your fellow team members and key personnel that you will be interacting with on a regular basis.

- Suggest or ask if there is an informal group lunch scheduled during the first few days
- Determine if there is a buddy and/or mentor assigned to answer general questions
“Buddy’s” name: _____

Get A Tour. Request a tour of the entire worksite so that you learn more about your environment.

- | | |
|---|---|
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Additional Parking |
| <input type="checkbox"/> Copiers/ Printers | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Fax machines | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> File rooms or storage area | <input type="checkbox"/> Coffee/vending machines |
| <input type="checkbox"/> Bulletin board | <input type="checkbox"/> Emergency exits and emergency supplies |
| <input type="checkbox"/> Office supplies | |

Settle In. Once you meet your fellow team members and tour your worksite, you will most likely be shown your desk/workstation, so check to see if your desk has the following supplies:

- | | |
|---|---|
| <input type="checkbox"/> Calendar/date book | <input type="checkbox"/> Stapler (with staples) |
| <input type="checkbox"/> Name plate | <input type="checkbox"/> Paper clips |
| <input type="checkbox"/> Legal/note pads | <input type="checkbox"/> Push pins |
| <input type="checkbox"/> Post-its | <input type="checkbox"/> Tape dispenser |
| <input type="checkbox"/> Pens and pencils | <input type="checkbox"/> Personal touches |



Acquaint Yourself. Ask your supervisor for an orientation packet, new employee checklists, and any important documents that will help guide you in your first weeks on the job. Below are some examples:

- History and Background of District and/or department at LAUSD.net
- Organization Chart
- New Team Member Information & Checklist
- Register for New Employee Orientation at the [LAUSD Learning Zone](#)
- [Class Description](#) of your job duties and ask your supervisor to explain how the duties are specific to your department or school
- Phone lists/Staff directory and Department website
- [Guide to Schools](#) and [Guide to Offices](#)
- Organizational Chart
- [District Calendars](#) and [District Fingertip Facts](#)
- Summary of Policies and Rules for Classified Employees
- Procedure for ordering [business cards](#)
- Sign up for a [District email address](#)

Get Access

Identify Yourself. Get your LAUSD Employee ID card within the first few days to ensure that you can identify yourself as you gain access to the resources and systems available to new employees.

- Ask then fill out all necessary paperwork to get ID card
- Turn in documents to supervisor or as directed

Phone and Computer System. These two systems are your main means of communication so make sure that you receive proper access and know any policies related to system usage.

COMPUTER:

- Login to LAUSD Home
- Setup District E-mail account
- Activate LAUSD.net/Inside LAUSD
- Internet Access
- District systems
- Databases
- Microsoft Office System
- Data on shared drives

PHONE:

- Set up voicemail account
- Set up long distance telephone account
- Method for transferring calls
- Get up-to-date phone directory
- Method for outgoing phone calls
- Discuss telephone etiquette and standards

ITD Helpdesk 213-241-5200	Payroll Services 213-241-6670	Risk Management (Benefits) 213-241-4262	Board of Education 213-241-6389
Personnel Commission 213-241-7800	Ethics Office 213-241-3330	Organizational Excellence Classified Training 213-241-3440	Office of Environmental Health & Safety 213-241-3199

Review Rules and Practices

General Policies. The District has general policies that apply to all employees regardless of your work location, so be sure to review them and know what is expected of you as a new employee.

- | | |
|---|---|
| <input type="checkbox"/> Ethics policies | <input type="checkbox"/> Performance reviews |
| <input type="checkbox"/> Holidays | <input type="checkbox"/> Personal conduct standards |
| <input type="checkbox"/> Anti-harassment | <input type="checkbox"/> Progressive disciplinary actions |
| <input type="checkbox"/> Overtime, vacation, illness time, personal necessity, leaves, etc. | <input type="checkbox"/> FMLA/leaves of absence |

Administrative Procedures. The District handles certain administrative procedures across different schools or departments in a similar way. Be sure to know how these practices apply to you.

- | | |
|---|--|
| <input type="checkbox"/> Payroll timing, procedures, and forms: illness/personal necessity, vacation, and point person for time reporting | <input type="checkbox"/> Office supplies and orders |
| <input type="checkbox"/> Form for automatic payroll deposit | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Mail (incoming and outgoing) | <input type="checkbox"/> Building access cards/codes |
| <input type="checkbox"/> Mileage reimbursement | <input type="checkbox"/> Conference rooms |
| | <input type="checkbox"/> Picture ID badges |
| | <input type="checkbox"/> Transit subsidy for certain locations |

Inter-Office Policies. Your school or department site may handle certain policies in a specific way, so seek guidance from your work location in the following areas.

- | | |
|---|--|
| <input type="checkbox"/> Dress code | <input type="checkbox"/> Coffee/Birthday Club |
| <input type="checkbox"/> Workspace appearance | <input type="checkbox"/> Lunch and break periods |
| <input type="checkbox"/> Handling confidential information. | <input type="checkbox"/> Unwritten rules |
| <input type="checkbox"/> Telephone, E-mail, and Internet use (personal and professional) | <input type="checkbox"/> Safety and Security |
| <input type="checkbox"/> Work hours, overtime, time-keeping practices, calling in if absent | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> Taking work, materials, or equipment home | <input type="checkbox"/> Visitors |
| | <input type="checkbox"/> Smoking |
| | <input type="checkbox"/> Kitchen use and cleanup |



District Philosophies. Discuss any school/department philosophies that you can contribute to as a new employee.

- | | |
|---|--|
| <input type="checkbox"/> Mission and Vision | <input type="checkbox"/> Our customers |
| <input type="checkbox"/> Major functions | <input type="checkbox"/> Quality control/Accountability |
| <input type="checkbox"/> Structure/hierarchy | <input type="checkbox"/> Productivity requirements |
| <input type="checkbox"/> Employee in/out office relationships | <input type="checkbox"/> Code of Ethics/ Child Abuse Awareness |

Other Key Information

- | | |
|---|---|
| <input type="checkbox"/> Important dates/events | <input type="checkbox"/> Nearby places to eat or order-in |
| <input type="checkbox"/> List of LAUSD abbreviations | <input type="checkbox"/> Archive of common forms |
| <input type="checkbox"/> List of most common jargon defined | <input type="checkbox"/> The Learning Zone (Training) |



Job Specific Orientation & Performance Expectations

In order for the orientation period to be successful, employees need to clearly understand their roles and know what is expected of them.

You are encouraged to ask questions of your supervisor and colleagues. Getting key information early will help you feel more comfortable and more easily able to make meaningful contributions right away. Use this form to take notes during your discussions.

- Review and discuss [Class Description](#)
- Request that your supervisor clearly define your responsibilities:

- Discuss personal job goals and dates for milestones

- Discuss reporting relationships – relevant protocol
- Discuss training interests and needs

- Review and clarify initial job assignments with your supervisor
 - Touch base during the week to ensure you have all the resources necessary to perform duties
 - First project outline and objectives:
-
-
-
-

- Discuss priorities and how your supervisor would like you to determine priorities in the future
- Identify “experts” in your department who can provide assistance in different areas
- Your supervisor should define work behavior expectations:
 - Attendance
 - Punctuality
 - Flexibility
 - Working with supervisor, superiors, peers, and the public
 - Telephone etiquette
 - Working independently
- Discuss the probation period and exact timeline for becoming a permanent employee
- Discuss salary steps and merit salary increase plan ([Salary Table](#))
- Performance Evaluation – discuss expectations and standards
- Follow-up: Set next meeting date and time _____

Things to Remember

Get Enrolled. If you are eligible to receive health benefits and you have not yet reviewed your benefits options, now's the time! The [Benefits website](#) contains comprehensive information and tools for your review. You should enroll in benefits within the first month of employment, preferably the first week.

Reflect On Your Work. Ask for a probationary review meeting with your immediate supervisor (at the three-month point) and ask for detailed feedback on your performance.

Identify any areas that require further development. Keep in mind that you are not considered a permanent LAUSD employee until you pass the probationary period (typically 130 days worked or 6 months).

Identify what has worked well and what needs improvement in terms of your performance, your successes and achievements, clarify the departmental needs, and mutually set goals with your supervisor for the next review period.

Journal Your Work. We strongly encourage you to keep a documented record of your accomplishments and any lessons learned in your first weeks and months as a new employee. By keeping a journal, you will be able to refer to specific examples of your work when you meet for performance reviews with your supervisor.

Recommended Questions to Ask

- Are there regular meetings I am expected to attend?
- Are there special activities or certain days of the week when events take place?
- If I am the first to arrive at our work location, how will I gain entrance? Are there specific keys I need to be issued?
- What projects will I initially be working on? Will I be able to get a list from you as to who I should contact to be brought up to speed? What are the deadlines?
- How will I learn what our department's/school's strategic goals are for this year?
- What is the policy about personal phone calls?
- Clarify your supervisor or manager's communication preferences, such as: How should I follow up with you or keep you informed of my progress? When I need to ask for direction, do you prefer an email or talking in person?

For your first assignment, clarify with your manager what decisions can be made without input and what types of decisions need managerial input, or broader input, such as from clients or stakeholders.



6 Months

Gain Clarity, Reflect, Forge Ahead

As you continue to get familiar with your new work group and in your new position, the logistical questions will fade away and most likely will be replaced with more strategic questions. The steps below could be useful to ensure that you continue on the right track.

Gain Clarity About Your Role. Continue to ask for clarification of your roles, responsibilities and expectations as needed and seek ongoing coaching and feedback from your supervisor.

Use The Proper Method For Decision Making. Identify times when you need to get your supervisor's or manager's decision or approval and times when you can make your own decisions. Additionally, identify who the key stakeholders are and what types of decisions affecting departmental programs or services need stakeholder input.

Follow Up And Reflection. Schedule weekly/monthly update meetings as needed with your supervisor. Also ask for a probationary review meeting with your immediate supervisor (at the six-month point) and ask for detailed feedback on your performance. Determine if you are now considered a permanent LAUSD employee.

Typically, your manager will schedule a meeting at the end of your probationary period to review your performance and mutually discuss areas for improvement along with setting goals for the next review period. Be prepared for that meeting by planning to address the following:

- Your key accomplishments during your first six months
- Your primary contributions and deliverables
- Ways that clients, co-workers, or others expressed gratitude to you for your efforts
- Ways you think your performance could be improved
- Specific goals and objectives, if applicable, that you met
- Specific tools or training that you think would be beneficial
- Past trainings and your feedback
- New trainings that may contribute to your success or that of the department



Explore Training Opportunities. LAUSD’s mission is to educate tomorrow's leaders, and that includes you! The Organizational Excellence Classified Training Branch provides training that assists employees in their professional and personal development. To register for training, you may access the LAUSD online Training Registration System called “The Learning Zone” by [clicking here](#). To request pre-approval for tuition reimbursement, please complete the Tuition Reimbursement form and submit the form to Organizational Excellence Classified Training.

- Visit Workforce Management Classified Training Branch website
- Learn about the many courses and options such as:
 - Professional Development classes
 - Tuition Reimbursement programs
 - Degree and Supervisory Certificate programs

Recommended Questions to Ask

Now that you have reached six months in your new position, your focus may shift to looking forward while identifying any "lessons learned" in your initial months on the job. These questions are most appropriately answered by your immediate supervisor or manager:

- What are the top priorities for our work group for the next six months/upcoming year?
- What are the measures of success for the projects/programs/services/work I am working on or managing? In other words, how will you and I both know if my contributions are effective and lead to success?
- Moving forward, what ways can I best add value to our work group, school or department?



First Year

Celebrating Accomplishments and Looking to the Future

Congratulations! You've hit the one year mark in your employment, so take time to breathe deep, reflect on your successes and contributions, and get ready for the time ahead!

Request Formal Performance Feedback. The first step you should consider is asking your supervisor for a formal performance evaluation. A performance evaluation will help you put the past year in perspective, guide you in areas for improvement, and reinforce the positive contributions you make to your department or school. Additionally, it will ensure that you are clear about any future expectations required of your position.

Identify Projects To Gain Skills. Ask your supervisor what you need to do to get to the next level. Specifically, request increasingly complex assignments that will require you to work independently and possibly contribute new ideas. These opportunities will help prepare you for possible career advancement. Take responsibility for your career growth by taking initiative, implementing new ideas, or taking on more complex assignments.

Explore Promotional Opportunities. The final step to consider at this point as a relatively new employee is career planning. Discuss any opportunities for advancement within your school/department with your supervisor. You may also research typical paths for promotion within the overall District. Start planning your professional growth, set realistic goals, and map out a plan to achieve those goals. We encourage you to periodically visit the [Talent Acquisition and Selection Branch](#) online for current and upcoming job opportunities.

Recommended Questions To Ask

At this point in your LAUSD career, you may be quite focused on the road ahead. Typically, you may wish to address these issues with your immediate supervisor or manager:

- How you can continue to be fully productive
- How to possibly increase your effectiveness or job satisfaction
- What you love about your work and what you wish could be made better
- Share how you prefer to be recognized for your accomplishments
- Identify any recurring hindrances to your productivity or effectiveness
- Propose or offer solutions to minimize or remove those hindrances
- Talk about career development opportunities such as joining committee or initiatives

Important Phone Numbers

Board of Education	213-241-6389
Ethics Office	213 241-3330
ITD helpdesk	213-241-5200
Office of Environmental Health & Safety	213-241-3199
Payroll Services	213-241-6670
Personnel Commission	213-241-7800
Risk Management (Benefits)	213-241-4262
Workforce Management Classified Training	213-241-3440

Helpful Links

[Beaudry Administrative Headquarters;](#)

[Benefits website](#)

[business cards](#)

[Class Description](#)

[District Calendars](#)

[District email address](#)

[District Fingertip Facts](#)

[District Guide to Offices](#)

[ETSB](#)

[Find A School](#)

[IT HelpDesk Online](#)

[LAUSD Learning Zone](#)

[Local Districts](#)

[Los Angeles Department of](#)

[Transportation](#)

[Map of LAUSD](#)

[New Hires FAQ](#)

[Salary Table](#)

[Staff Parking LAUSD Administrative Headquarters;](#)

[Metropolitan Transit Authority](#)

[Talent Acquisition and Selection Branch](#)

[Workforce Management Classified](#)

[Training Branch website](#)

Note: Print a downloadable copy of this checklist and keep it on file for your records. We recommend that you place reminders in your Outlook Calendar maybe at three, six, nine, and twelve months to review your own progress using this checklist and follow up with your immediate supervisor. Be sure to check in with your supervisor periodically about your progress using this checklist. Discuss any major changes to the duties assigned to you, expectations, or workplace policies. We wish you all the best in your career with LAUSD!