



Stockton Unified School District
56 S. Lincoln St.
Stockton, CA 95203
(209) 933-7065
FAX (209) 465-1094

SCHOOL/DEPARTMENT:

Office DO Staff

ON-BOARDING PROCEDURES

- Business Boot Camp (purchasing, state federal, Accounting, payroll, Budget, etc.)
- Welcome/Introductions to office/department
- Mission/Vision-goals of the school/department
- Name plate for cubicle
- Keys/Badge
- Computer Access/Necessary Programs
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, etc.)
- Professional Development (CPR, Specialized)
- Schedule/Job Duties (breaks, lunch, etc.)
- Submit form with preference (includes mission & vision personalized)
- Review site/department Handbook (Emergency plan/drills, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, protocols, hierarchy, etc.)
- Absences (reporting, entering, etc.)
- Support system/Trainer/Mentor (who can they ask for Clarification questions, etc.)
- Constituent Services basic duties