On-Boarding Process for New Employees

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Why Onboarding is Important

Starting Them Off On the Right Foot:

All employees experience some type of onboarding, although the formality and comprehensiveness of onboarding programs varies widely across school systems. By formally defining your own onboarding processes, you will be better able to successfully integrate your new employees into your school system.

Benefits

School system must print and store hundreds of pages of onboarding information each school year. Electronic onboarding allows you to collect many forms in the typical new hire paperwork – federal forms, state forms and other information sheets and policy acknowledgment forms common to your own school – without the cost and hassle of printing it all out. Additionally, this optimizes and organizes essential information, making it easy to retrieve data from anywhere, anytime.

Benefits

With paper-based onboarding, it can be difficult to monitor the employee onboarding process. Such a lack of feedback ensures one of two unfortunate results: either the entire onboarding process is extended (and productivity is hampered); or, the new employees lack a complete understanding of the way their new company operates.

Chaotic Manual Process

Chasing Documents

Slow – Time Sensitive

Transparent

Other benefits of using electronic on-boarding of new hires

- Consistent Information
- A built-in acknowledgement system helps maintain compliance by requiring electronic signatures on employee handbook documents and allows you to easily see which employees have read the handbook and those who need to be reminded
- As soon as the documents are signed, they automatically save and store in your employee's personnel file
- Documents can be routed to all parties that require approval, or review

Electronic Checklists for New Hires

Examples of Checklists a school could use:

- Certified Personnel Checklist for new hires
- Support Personnel Checklist for new hires
- Sub Personnel Checklist for new hires
- Exit Checklist
- Beginning of the Year Checklist for all employees
  - Technology Agreements
  - Employee Handbooks
  - Mandatory Reporting Requirements
  - Update emergency contact information

St. Clair County Checklists

Certified Checklist

Examples as to what you can include in the new hire checklist?

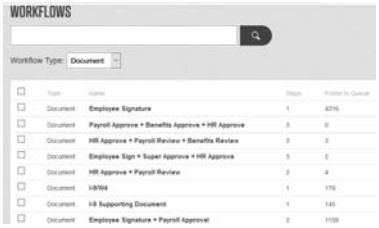
Required new hire forms

- W-4
- A-4
- Direct Deposit Enrollment Form
- Sick Leave Enrollment Form
- 403 Eligibility
- Health Care Notification
- Test Security Form
- I-9

Informational Documents/Videos

Health Insurance (PEEHIP)
Retirement System
Leave Information
Pay Policies
Wage and Hours Rules
Experience Information
Welcome Information

Can Set up Custom Workflow

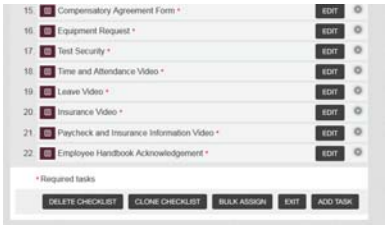


Groups

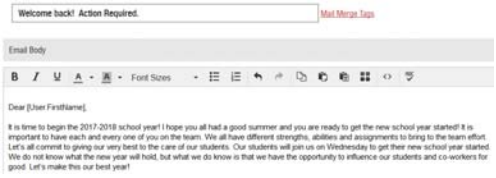
Can set up groups to allow for multiple people to approve in workflow

We have 3 employees in the Tech Department that can approve signed technology agreements

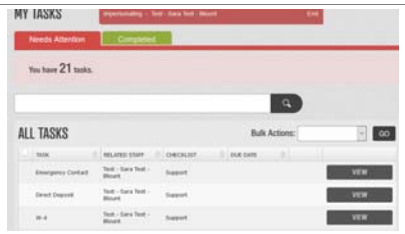
Assign a Checklist to New Hires



Notification

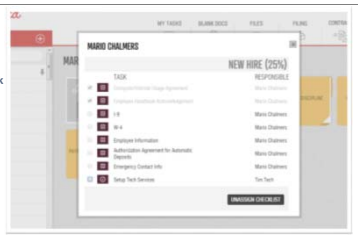


New Employee Tasks



Status of Assigned Checklist

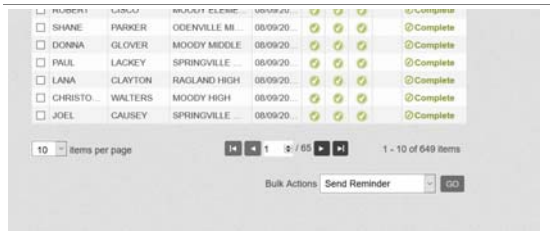
Look at Employees to determine what paperwork is outstanding.



Report of Checklist Status

First	Last	Location	Assigne...	Employee Handb	Computer/Interne	Emergency Cont.	Status
Tara	Tester	ASHVILLE HIGH	04/07/20...				
Melinda	Splawn	ST. CLAIR COU...	08/09/20...				Complete
CHRISTO...	HILL	SPRINGVILLE E...	08/09/20...				Complete
ROBERT	CISCO	MOODY ELEME...	08/09/20...				Complete
SHANE	PARKER	ODENVILLE MI...	08/09/20...				Complete
DONNA	GLOVER	MOODY MIDDLE	08/09/20...				Complete
PAUL	LACKEY	SPRINGVILLE ...	08/09/20...				Complete

E-mail Reminders



Electronic Personnel Folders

1. Standard Folders are Created:

Examples of Personnel Folder

- 1. Personnel Folder
- 2. Payroll Folder
- 3. Certification Folder
- 4. Emergency Contact Folder
- 5. Contract Folder
- 6. Discipline Folder

Personnel Folder

Determines security to employee records based on the Folder

For example:

- Payroll folder can only be accessed by employee and payroll
- Emergency Folder can be accessed by Supervisor, Employee, Payroll, and Personnel.
- Discipline Folder can only be accessed by Employee and Personnel

Invite Questions

An "open door" is not enough. You need to encourage your new hires to ask questions because new employees are generally reluctant to do so if not told to. Ask them what's working, what's challenging and what's just plain confusing. Make it clear to them that asking questions will help them learn and they don't have to avoid the practice for fear of "looking dumb."

Constantly re-evaluate your process. Update frequently information and the delivery of information. See what can be improved.

Complacency is a continuous struggle that we all have to fight.

Conclusion

Today, most school systems have begun utilizing technology in their school system, but the onboarding process often remains paper-based. Using electronic on-boarding for new hires is a great way to streamline the hiring process and reduce cost and paperwork.

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