



ECS Supervisor Orientation Checklist

This checklist ensures that all necessary information regarding policies, procedures, and work expectations are shared with new employees. Throughout the entire orientation process, supervisors should allow for sufficient time to address and respond to employee questions and concerns.

Employee Name: _____ Date of Hire: _____

Program: _____ Department: _____

Supervisor Name: _____ Location: _____

I. Review on First Day of Employment

- Supervisor and employee contact information exchanged for emergencies, closings, etc.
- Confirmed pre-hire scheduled leave without pay dates (*if applicable*)
- Attendance expectations
- Absence policies, procedure for planned and unplanned absences
- Scheduled work hours, breaks, mealtimes, overtime, and other program specific rules
- Electronic time sheet procedures
- Identified standard meetings, dates and times
- Confirmed receipt of Job Description
- Parking
- Smoking Policy
- Cell Phone Policy
- Dress Code
- Incident / Accident Reporting; procedures and forms
- Emergency procedures; i.e.: Fire, Lock-Down, Emergency call buttons (*CRC staff only*)
- Review network policies, including Communications Use Policy (*Internet, phone and email usage*)
 - Confirm network rights - Yes _____ No _____
 - Office phone / agency cell phone - (518) _____ - _____ ext. _____

**The completed, signed & dated checklist
is due to HR within 30 days of hire.**



ECS Supervisor Orientation Checklist

I. Review on First Day of Employment (Continued)

- Department tour / site tour / staff introductions
- Program / Department overview
 - Program-Specific Policies (reviewed and provided to employee)
 - **Active Supervision Policy- Head Start Performance Standard 1032.90**
 - **Mandated Reporter Policy- Head Start Performance Standard 1302.92**
 - **Child Release Policy**
 - **Behavior Management Policy- Head Start Performance Standard 1032.90**
 - **Safety procedures in the classroom, emergency drills, required trainings, staff/child ratio**
 - **Confidentiality**
 - **Child Allergies / Special Diet procedure**
 - **Visitor Control Policy for building**

Employee Signature

Date

Supervisor Signature

Date



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II. Review Within First Week of Employment

- Agency / Program materials (i.e.: brochures, handouts, forms, newsletters)
- Review of ECS Staff Manual
- Department Procedures
- Chain of Command / Open Door Policy
- Review Job Description in detail - Date: _____
- Review performance expectations and goals / expected outcomes
- Review required paperwork and reports, including due dates
- Review Fiscal Procedures
- Agency Vehicle and Travel Procedures
- Review NY Shield Act Program Compliance
- Introduction to Mentor

Employee Signature

Date

Supervisor Signature

Date

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III. Review Within First Month of Employment

- 5 Hour Health and Safety Training - **Date Completed:** _____
- SIDS Training - **Date Completed:** _____
- Prevention of Brain Injuries including AHT- **Date Completed:** _____
- OCFS Allergy Training - **Date Completed:** _____
- Mandated Reporter / Child Abuse & Maltreatment Training - **Date Completed:** _____
- ACES (Adverse Childhood Experiences) Training - **Date Completed:** _____
- Sexual Harassment Training - **Date Completed:** _____
- Active Supervision Training (ECKCL) - **Date Completed:** _____
- Data Security Training - **Date Completed:** _____
- Registration for New Director 15-hour Health and Safety training (*if applicable*)
- Curriculum Review - **Date Completed:** _____
- Review Program Structure
 - CEO's programs / resources overview (*as they relate to specific position*)
 - Agency expectations and performance standards
 - Program / Department Goals
 - Funding source performance standards (*including program fiscal year*)
 - Family Engagement
 - Introduction to Program / Department supervisors, directors, if not already completed

Employee Signature

Date

Supervisor Signature

Date

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