

# Coastal Plains High School New Hire Induction Process



Positions are posted and applicants are approved for hire. Applicants should complete the New Hire paperwork within 2 weeks. Once complete - New Hires are assigned an UKG and can begin INDUCTION.

	<p><b>Site Orientation</b></p> <p>2 hours</p>	<p>Expectations:</p> <ul style="list-style-type: none"> <li>• UKG</li> <li>• Work Schedules</li> <li>• Name Badge Picture</li> <li>• Policy and Procedures</li> <li>• Tour and Staff roles</li> <li>• Meeting dates</li> </ul>	<p>Site Director Sign Off List Date and Times:</p>
	<p><b>Shadow Day</b></p> <p>2 hours</p>	<p>Expectations:</p> <ul style="list-style-type: none"> <li>• Peer Shadow</li> <li>• Q and A with Reflection</li> <li>• <u>Ongoing weekly collaboration</u></li> </ul>	<p>Peer Sign Off List Date and Times:</p>
	<p><b>Job Specific Training</b></p> <p><i>Time Dependent on Job Role</i></p>	<p>Expectations:</p> <ul style="list-style-type: none"> <li>• Training with Coordinator for specific job requirements</li> <li>• Best Practices</li> <li>• <u>Ongoing Coordinator Check In</u></li> </ul>	<p>Coordinator Sign Off List Date and Times:</p>
	<p><b>Technology Training</b></p> <p>2 hours</p>	<p>Expectations:</p> <ul style="list-style-type: none"> <li>• Google Suite</li> <li>• Infinite Campus</li> </ul>	<p>Site Director Sign Off List Date and Times:</p>

### Congratulations!

You will be expected to continue to learn and grow through PL meetings, Wellness Meetings, and continued trainings.

It is important to CPCHS that you are informed and supported, so that you can make our students feel the same way.

*Please scan and email to HR for documentation once Induction is complete  
Be sure to copy the email to the appropriate Coordinator*