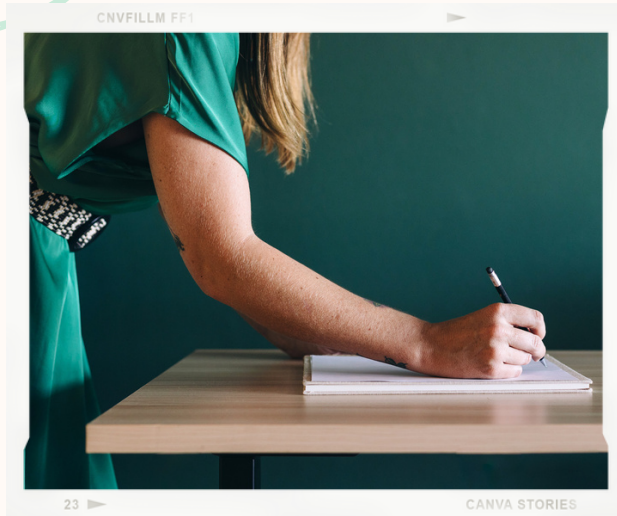


*Onboarding and
Setting Up Your New
Hire for Success*

WITH CARLA WARD AND THRC

Why



THE ONBOARDING PROCESS MATTERS

It's a critical process that lays the foundations for a new educator's success within your centre.



Why

IMPACT ON EMPLOYEE RETENTION AND PERFORMANCE

Well-structured onboarding programs can increase employee retention by as much as 25% and lead to a significant improvement in job performance.



Developing a Comprehensive Onboarding Plan

- Provides clarity and guidance for both new educators and their supervisors.
- Ensures that essential information is communicated effectively and that key milestones are met throughout the onboarding process.

Key Components of an Onboarding Plan

ORIENTATION SCHEDULE

A detailed schedule outlining the onboarding activities, timelines, and responsible parties.

TRAINING & DEVELOPMENT PLAN

A roadmap for the new educator's training and professional development, including specific goals and objectives.

EVALUATION & FEEDBACK MECHANISMS

Processes for assessing the new educator's progress and soliciting feedback to inform continuous improvement.

WELCOME PACKET

A comprehensive packet containing essential information about the center, its policies, procedures, and culture.

MENTORSHIP PROGRAM

A structured mentorship program pairing new educators with experienced mentors to provide guidance and support.

SYSTEMS OF PROCEDURES (SOPS)

Systems that save you time and energy in the long run.



The Offer and Accept



BEFORE THEY ARRIVE FOR ORIENTATION

- Send offer letter clearly stating
 - job title
 - start date
 - days and hours scheduled to work
- Attach job description
- Have them sign and return both documentations **before** their start date.

Email Schedule

EMAIL SEQUENCE

- Email #1: Welcome to the Team
- Email #2: Pre-employment training, dress code
- Email #3: History of the centre, pay day, time off & vacation policy
- Email #4: Excitement for them coming
- Email #5: Follow Up on First Day

Prep for Day One

FIRST DAY

Assign a Mentor
Orientation with Supervisor/
Director
Have files, welcome package and
necessary policies and
procedures easily accessible for
day 1.

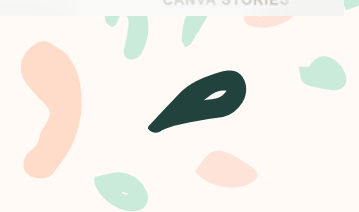
On the job orientation with
mentor for 3 days
New Employee Gift
Email #5: Follow Up on First Day



Mentor Incentive

GETTING A MENTOR ONBOARD

- Shows that you value their leadership
- Incentives
 - lieu time
 - coffee gift certificate
 - paid professional development



Orientation Schedule

DAY ONE

Goal: Familiarize oneself with centre and paperwork

- Have a tour of the centre
- Introduced to team members
- Learn about the culture of the team
- Paperwork, Policies & Procedures training
- Additional training

DAY THREE

- **Goal: To try out what they've learned**
- Have mentor shadow new team member
- Have them take the lead:
 - circle time
 - setting up snack or lunch
 - leading children outside to the playground.

Follow Ups

FIRST WEEK

- End of First Week Check-In
- Arrange Staff Meeting for a "Get To Know You"
- End of First Month- Educator Check-In

DAY TWO

Goal: Watch and Learn

- Shadowing their mentor
- Not included in ratio
- Encouraged to ask questions

DAY FOUR

Goal: Learning into Practice and Follow Up

- Count towards ratio unless you can provide another day of support
- Put learning into practice
- Have a sit down with supervisor to cover any unanswered questions.





New Hire Checklist

- Set up email address
 - Communication login for management systems
 - Keys or FOBS
 - Job Description
 - Contract Sent
 - Contract Return & Signed
 - Schedule Emails
 - Calendar blocked off for meetings
 - Assign mentor
 - Card written and signed
 - Gift purchased
 - Welcome Package
 - Program materials prepped
 - First aid received
 - CECE received
 - Family introduction email
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