



ESU 17 New Employee

Name:

Contract year:

Position:

Background Check:

- ☐ Yes
- ☐ Pass
- ☐ Fail
- ☐ N/A
 - ☐ Teaching Certificate
 - ☐ Other

E-mail account:

Zoom Account:

- ☐ Add to Staff Directory:
- ☐ Photo:
 - ☐ Personal
 - ☐ Professional with permission

Devices:

- ☐ Laptop
- ☐ iPad
- ☐ Other

Mentor Assigned:

- ☐ Electronics Usage Agreement
- ☐ MIPS new employee form
- ☐ Handbook
- ☐ Building Tours
 - ☐ Admin
 - ☐ Tech Center
 - ☐ Valentine

Forms/Procedures:

- ☐ Absence reports
- ☐ Requisitions
- ☐ Mileage
- ☐ Trainings/Travel
- ☐ Reimbursement for items purchased
- ☐ Google Calendar
- ☐ Student Lists
- ☐ School Calendars/ESU Calendar
- ☐ All-staff meetings



ESU 17 New Employee

☐ Using the DL Cart