



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



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Using the DL Cart