

NEW HIRE ONBOARDING



Staff Full Name: _____

Start Date: _____

Position: _____

Date:	Leadership Staff	Initials:		
<input data-bbox="58 464 167 569" type="checkbox"/>		<input data-bbox="215 464 323 569" type="checkbox"/>	Employment application submitted	
			Offer letter and authorization form signed	<input data-bbox="1036 491 1390 569" type="button" value="HR or Clinical Director"/>
			Background check completed	
<input data-bbox="58 680 167 785" type="checkbox"/>		<input data-bbox="215 680 323 785" type="checkbox"/>	Welcome letter sent	
			Written job description sent	<input data-bbox="818 709 1127 779" type="button" value="Clinical Director"/>
<input data-bbox="58 867 167 972" type="checkbox"/>		<input data-bbox="215 867 323 972" type="checkbox"/>	Applicable HR account(s) created -	
			employee completes forms - I-9 Documents verified	<input data-bbox="1162 884 1474 953" type="button" value="Clinical Director"/>
<input data-bbox="58 1052 167 1157" type="checkbox"/>		<input data-bbox="215 1052 323 1157" type="checkbox"/>	Employee met with Clinical Director to review Handbook Highlights	
			Employee can access the HR portal and view handbook	<input data-bbox="1243 1115 1552 1184" type="button" value="Clinical Director"/>
<input data-bbox="58 1255 167 1360" type="checkbox"/>		<input data-bbox="215 1255 323 1360" type="checkbox"/>	Door code / key fob given and tested by employee	
			Company email address created	<input data-bbox="1052 1293 1360 1362" type="button" value="Clinical Director"/>
			Employee can successfully access email account	
<input data-bbox="58 1507 167 1612" type="checkbox"/>		<input data-bbox="215 1507 323 1612" type="checkbox"/>	Data collection account created	
			Clients assigned	<input data-bbox="899 1524 1243 1602" type="button" value="Team Lead or BCBA"/>
			Other permissions assigned (if applicable)	
<input data-bbox="58 1749 167 1854" type="checkbox"/>		<input data-bbox="215 1749 323 1854" type="checkbox"/>	Employee shown how to clock-in/out	
			Employee shown where to find the daily schedule updates	<input data-bbox="1243 1787 1552 1856" type="button" value="Team Lead"/>
			Employee knows assigned cleaning duties and where to find supplies	
<input data-bbox="58 1938 167 2043" type="checkbox"/>		<input data-bbox="215 1938 323 2043" type="checkbox"/>	Employee was given training binder or materials	<input data-bbox="1127 1976 1474 2053" type="button" value="Team Lead or BCBA"/>

NEW HIRE ONBOARDING

CLINICAL



Staff Full Name: _____

Start Date: _____

Position: _____

Date: _____
Leadership Staff
Initials: _____

- Trained on data collection system Program Lead
- Trained where to locate toys, activities, and extra program materials Program Lead
- Trained on client specific programming BCBA
- Trained on client specific BIP BCBA
- Trained on company BIP guidelines / protocols BCBA
- Trained on client specific schedule of reinforcement Program Lead or BCBA
- Trained on client specific toileting protocol Program Lead or BCBA
- Observe / Participate in SLP consultation BCBA and SLP
- Observe / Participate in OT consultation BCBA and OT