

CHECKLIST FOR ONBOARDING A NEW EMPLOYEE

- ☐ Provide an orientation of the studio's history, including its mission, vision, and values. Emphasize health and safety.
- ☐ Introduce the new employee to coworkers.
- ☐ Walk through specific tasks using an "I do, we do, you do" philosophy.
- ☐ Provide any access or resources needed, such as logins and passwords, access to curricula or lesson plans, access to student policies, etc.
- ☐ Set up time to check back in with the new employee at specific intervals.