



Heber-Overgaard Schools

"Home of the Mustangs"

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www.heberovergaardschools.org

New Hire Checklist

(To be completed by Principal / Supervisor and submitted to HR)

Employee Information

- Name: _____
 - Position/Assignment: _____
 - School/Department: _____
 - Start Date: _____
 - Supervisor: _____
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1. Hiring Procedures

- Offer discussed and accepted (Verbal /Intent to Hire Letter)
 - New employee has received "Staff Handbook".
 - Fingerprint clearance card verified
 - Background check completed/verified along with reference checks completed/verified
 - Verified required certification/transcripts (s) or credentials (e.g., teacher certificate, CDL, etc.)
 - Placement on Salary Schedule \$ _____
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2. Technology & Access

(Principal / Supervisor Notification to IT)

- Email account requested / Phone Ext & Voicemail setup / Laptop or device
 - Key card or building access issued (Amanda)
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3. First Day / Orientation

- Welcome tour of campus and introductions to key staff
 - Reviewed daily schedule, duties, and expectations
 - Reviewed staff handbook and school procedures
 - Reviewed district policies (attendance, timekeeping, technology use, etc.)
 - Provided classroom/office, keys, and parking info
 - Reviewed emergency procedures and safety expectations
 - Assigned mentor or peer contact (if applicable)
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4. First Week

- Confirmed completion of required district training (FERPA, Child Abuse, Bloodborne Pathogens, etc.)
 - Verified employee set up district email and checked access
 - Added to school contact lists, staff rosters, and communication channels
 - Reviewed evaluation procedures and probationary timelines
 - Encouraged benefits enrollment (HR follow-up)
 - Confirmed HR received all completed onboarding documents
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5. Follow-Up

- 2-week check-in with employee
 - Feedback provided to HR on onboarding progress
 - Confirmed employee is on payroll and reflected correctly in system
 - Notified HR of any changes in assignment or status
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***I VERIFY THE ABOVE NEW HIRE PROCEDURES HAVE BEEN COMPLETED**

Principal / Supervisor Signature: _____

Date: _____

*Potential Employees will not be allowed to begin work until these above items have been completed.