First Week: On-boarding New Staff

Prior to Arrival:
Order desk or have desk ready prior to staff starting employment
Have the phone ordered and ready to go
E-mail IT to create an email account

First Day:
Welcome sign and swag at desk space
HR meeting half day: Paperwork, Reviewing the handbook, benefits, Paycom, Clearances, & ID’s
Lunch with your program team (first day or at end of week)
Go do Clearances

Get to know LAYC
Overview of LAYC
Tour of building: Include reception, security, mailboxes, key spaces/rooms to reserve
Meet with other LAYC departments
Video of Lupi (providing a history and vision of LAYC)
LAYC Organizational chart
Reading: LAYC Oral History

Get to know your Program & Department
Program map (managers’ project)
Introduction to Department
History & Culture of program team
Shadow Colleagues and/or one-on-one with each staff on team to understand their role.
Some programs have binders with information about the particular programs, and processes and procedures.
Meeting schedule: one-on-one, Team meeting, Department meeting
Manager check-in (at end of the week)

Understanding your Role
Provide more information on the responsibilities and scope of work of their new position.
Provide overview of funders, expected outcomes of grants, and deadlines.
ETO trainings: 1) general overview and 2) program-related trainings. There are trainings on Google classroom that were created by the L&E team.
Time to shadow youth
List of required trainings
Order Business cards
Share Resources: Community Resources, List Servs to join, and LAYC staff corner

Logistical
Staff directory (make sure they have access, and adding them to the directory)
Keys, phone, laptop
Security Protocols
Paycom (time sheets, etc. – maybe create a video training on how to use the system). How to account for time and funding codes.
IT policies and procedures. How to do a ticket
Tour of neighborhood – where to get coffee, lunch,…
Vehicle policy
Reading: LAYC Safety, Emergency, Bullying Policies, Code of Conduct
Business Cards

Last Day of Week:
Review of the week
Q+A
How can I help you further right now?
What does Monday morning look like to you

(Created by LAYC Managers November 2019)