



Stockton Unified School District
56 S. Lincoln St.
Stockton, CA 95203
(209) 933-7065
FAX (209) 465-1094

SCHOOL/DEPARTMENT:

Office Staff

ON-BOARDING PROCEDURES

- Welcome/Introductions to office/department
- Mission/Vision-goals of the school/department
- Keys/Badge
- Training on digital filing systems, SUDS Board policies
- Tour of school/department (map, restroom, phone directory, working area, supplies, tools, personal belongings storage, Log-in, IT package, etc.)
- Expectations and welcoming training
- Schedule/Job Duties (breaks, lunch, etc.)
- Review site/department Handbook (Emergency plan/drills, Mandatory training, injuries, etc.)
- Communication (website, email, emergency contacts, Directory, welcome e-mail, etc.)
- Absences (reporting, entering, etc.)
- Support system (who can they ask for clarification questions, etc.)