



Induction Program for Classified New Hire and Transferred Employees Program Completion Documentation Cover Sheet

Name _____ Assignment _____ Location _____

Mentor _____ Date _____

Hrs. Logged for Prof. Growth Credit _____ [Off contract time hours ONLY - not to exceed 12 hours. It is understood that you will probably spend more time than 12 hours with your mentor however, professional growth credit for off contract time during the experience is limited to 12 hours.]

Induction Activities	Date Completed	Signature: Mentor/Trainer
Orientation		
Mentor Program		
Skill Blocks Training Program: (✓ & register for sessions needed)		
Assessment – Accountability / CSAP, etc.		
Athletics #1 – IFAS: Cash deposits, P-Cards		
Athletics #2 – Sub Varsity assigners; Rev Track		
Athletics #3 - Transportation		
Infinite Campus # 1- – Student entries/withdrawals		
Infinite Campus # 2 – Attendance		
Infinite Campus # 3 – Report cards		
Infinite Campus # 4 – Student records		
Infinite Campus # 5 – October count day		
DMS #1 – Library automation		
DMS #2 – Cataloging		
DMS #3 – WebMax/Science to Go		
DMS #4 – Overview at your library		
DTS #1 – Infinite Campus		
DTS #2 – Google Mail and Windows		
DTS #3 – Microsoft Office		
DTS #4 – Thin Client		
Health Clerks - #1 Computer Training		
Health Clerks - #2 Immunizations		
Health Clerks - #3 Student Care in Health Office		
Health Clerks - #4 Health Office Management		
Health Clerks - #5 Procedures for Hearing Screening and Referrals		
Human Resources #1 – Job postings, recommendations, etc.		
Human Resources #2 – Prof. dev. absence requests		
Human Resources #3 – Sub-Finder		
Transportation #1 – Staff transportation/coordination		
Transportation #2 – Student transportation		
Transportation #3 – Policy and procedures: walk distance, space availability, field trip requests, etc.		
Individual Reflection and Mentoring Time Log		