

Induction Checklist

As new teachers onboard with your district or organization, it's important to ensure they have the information, training, resources, and support needed for success. Use this induction checklist and/or add to it.

Induction Checklist Item	Complete
Employment Paperwork Completed with Human Resources	
Human Resources New Employee Training (pay, time off, substitute process, benefits, etc.)	
Introductions to District, Building, and Instructional Leaders	
School District Tour	
Assigned Building Tour w/ Lead Administrative Assistant	
Classroom Keys and School Building Security Information Provided	
Technology and Classroom Inventory	
Multiple Opportunities to Meet and Build Relationships with Mentors, Grade Level/Department Leads	
Review Building Level Positive Behavior Supports and Discipline Policies	
Classroom Organized and Decorated for Open House	
First Week of Lessons Planned	
Access to School Calendar and Daily Building Schedule	
Development of Classroom Schedule	
Class or Case Management Lists Provided	
Meetings with Case Managers of Students Needing Additional Support (ELs, students with disabilities, etc.)	