

Onboarding Checklist

_____ Process

Phone Number _____ Email Address _____

___ Coffee with prospect.

___ Job Description given.

___ Philosophy of Ministry given.

___ Application form given.

___ Abreviated Safety Policy given

___ Tail a teacher scheduled. _____ First Date _____ Second date

___ T-shirt size

___ Follow Up Email (within a couple days)

___ Attach the full safety policy.

___ Send Youtube link New Leaders Conyers Kids.

___ Send list of fellow Leaders

___ Reminder of Tail a Teacher Dates.

___ Assign a Coach.

___ Connect with coach about new leader.

___ Email leader about their coach.

___ New leader basket.

___ Bring the Hope T-Shirt

___ Name Tag

___ Gift

___ Administration

___ Add to Planning Center Team

___ Add to Planning Center Schedule

___ Call References

___ Run Background Check.

___ May the 4th be with You Check in (After the 4th time you have served)

___ Schedule Check In

___ Satisfied with role

___ Restart Process.