

ON-BOARDING

Our Vision for Expanding LAUSD's On-Boarding Process

- Providing a formal one to two-hour New Hire Introduction at the new hire appointment (either virtually or in-person).
- Providing both new employees and supervisors with the tools to effectively integrate new employees into the organization.
- Introducing a “Buddy Program” for newly hired executives.



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ON-BOARDING

Our Vision for Expanding LAUSD's On-Boarding Process – *Introducing resources for new employees on our new website*

The screenshot shows the website for the Talent Acquisition & Selection Branch. The navigation bar includes links for Home, My LAUSD Career, We Are LAUSD, Instructional Assistants, Bilingual Assessment, and Contact Us. The main header features the branch name and a photo of two employees. The 'Overview' section welcomes new employees to the Los Angeles Unified School District and provides a brief description of the district's commitment to quality education. A callout box labeled 'Welcome Presentation' points to a link that says 'Click Here to View Our Welcome Presentation'. A sidebar menu lists user roles: Prospective Employee, Current Employee, and New Employee. Under 'New Employee', there are links for Overview, On Boarding, Find Key Information, FAQ's, Employee Benefits, and New Employee Orientation. Callout boxes labeled 'Pre-hire Processing Information' and 'New Hire Frequently Asked Questions' point to the 'On Boarding' and 'FAQ's' links, respectively. At the bottom, there are icons for 'Sign up for', 'View Jobs', and 'Career'.

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Home | My LAUSD Career | We Are LAUSD | Instructional Assistants | Bilingual Assessment | Contact Us

The Personnel Commission's Career Center
Talent Acquisition & Selection Branch

Pre-Hire Processing

Before you can start your new job, you will need to be processed for employment. New Employee Processing is a personal appointment during which you will visit one of our Employment Offices to complete all of your new-employee documents and fingerprinting. Review the steps below for a description of the process.

Step 1 - T.B. Testing | Step 2 - Schedule Processing Appointment | Step 3 - Prepare for Processing Appointment | Step 4 - Attending Processing Appointment

Schedule TB Test/Receive Results

- Before your processing appointment, you will need a Tuberculosis test.
- You must schedule an appointment to take the Mantoux TB Skin Test. (Payment for testing will be at your expense.) The test results will be read 48–72 hours after the initial test. If the test reads positive, you MUST have a chest X-ray. Please note that you must provide documentation that your skin test read positive.
- T.B. skin tests and chest x-rays must be taken and read within 60 days prior to your processing appointment. Make sure that you receive an original document showing the NEGATIVE TB results; you will need to submit the results at the processing appointment.

Prospective Employee
Current Employee
New Employee

- Overview
- On Boarding
 - Welcome
- Find Key Information
- FAQ's
- Employee Benefits

Pre-hire Processing Information

New Employee Checklists

Home | My LAUSD Career | We Are LAUSD | Instructional Assistants | Bilingual Assessment | Contact Us

The Personnel Commission's Career Center
Talent Acquisition & Selection Branch

New Employee Checklist: Pre-Arrival

Congratulations! You've been selected to join the LAUSD team!

You should have received a conditional offer of employment from either our Classified Employee Services Branch (CESB) or from your School Site Administrator. Your employment offer is subject to a fingerprint clearance and completion of your new hire appointment. Upon receiving the conditional offer, you will be scheduled for a new hire processing appointment. Once your fingerprints clear, you will be notified of your start date. Now is a good time for you to prepare for your new role at LAUSD.

Find Key Information:
[Pre-Hire Processing Information](#)

- Expect a Phone Call From LAUSD
- Get Acquainted with LAUSD
- Explore Your Options

Prospective Employee
Current Employee
New Employee

- Overview
- On Boarding
 - Welcome On-Board
 - Pre-Hire Processing
 - New Employee Checklist
 - Overview
 - Pre-Arrival
 - First Few Weeks
 - First six months
 - First Year

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Home | My LAUSD Career | We Are LAUSD | Instructional Assistants | Bilingual Assessment | Contact Us

The Personnel Commission's Career Center
Talent Acquisition & Selection Branch

New Employee Checklist: Pre-Arrival

Prospective Employee

Current Employee

- ▶ Overview
- ▶ Job Descriptions
- ▶ Salaries
- ▼ Managers' Resources Center
 - ▶ Overview
 - ▶ Hiring a new Employee
 - ▼ On Boarding
 - ▶ New Employee On-Boarding
 - ▶ New Employee Checklist Overview
 - ▶ New Employee Checklist Pre-Arrival

Congratulations, you've selected a new employee for your department or school site.

The Employee Services Branch (ESB) will now call the new employee to offer a conditional offer of employment (based on clearance of fingerprinting) and to schedule a processing date. ESB will be contacted when the fingerprints clear and will then notify you that the employee is able to begin work. A start date will then be determined.

Find Key Information:
[Pre-Hire Processing Information](#)

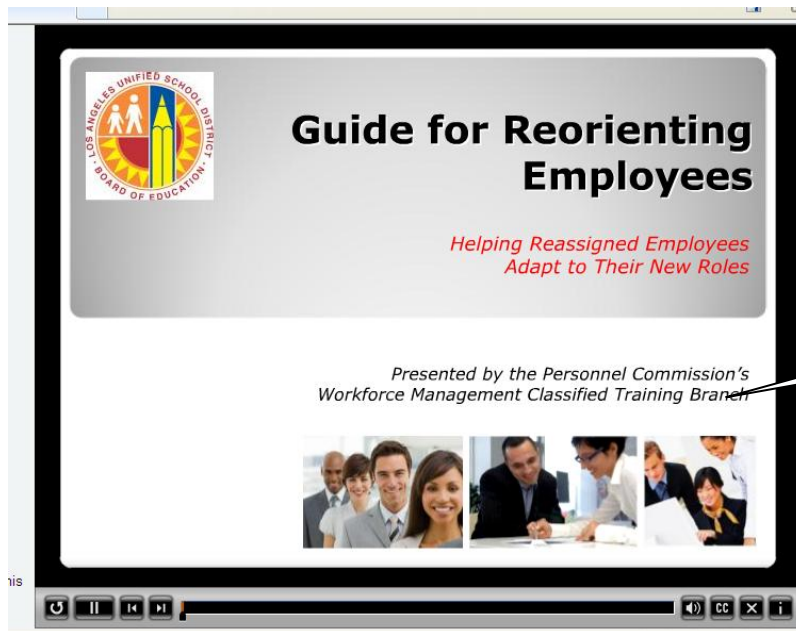
Get Ready for your New Employee

**New
Employee
Checklists
For Managers**

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**Our Vision for Expanding LAUSD's On-Boarding Process –
*Introducing resources for supervisors to re-orient employees
who are re-assigned due to a Reduction in Force.***



Virtual Training Module
for Supervisors

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ON-BOARDING



Guide for Reorienting Reassigned Employees – Checklist for Developing a Reorientation Plan

Presented by the Personnel Commission's Workforce Management Classified Training Branch

This checklist is designed to provide administrators and supervisors across the Los Angeles Unified School District with ways to help Classified employees who are reassigned adapt to their new roles. A reorientation plan will give you the power to effectively welcome reassigned employees, reduce the amount of time it takes them to reach full productivity, and help with morale despite changes and challenges we face during times of transition. Your effort in developing a reorientation plan serves as a support to all employees when the definition of a "new employee" has broadened based on reassignments to new locations. Even though the reassigned employees are not new to the District, they are new to your environment and may need to embrace a completely new focus. Reassigned employees need and deserve a reorientation to be successful in their new roles. We commend you for investing in the success of your reassigned employees.

Below is a list of specific steps and guidance to develop a reorientation plan. Develop a specialized reorientation plan that works for you and reassigned employees who enter your location. Remember that reorientation is an ongoing process, so establish plans that involve pre-arrival to the first few weeks and beyond.

Pre-Arrival

Before the reassigned employee begins, consider doing the following:

- ✓ Call reassigned employee to touch bases – if possible make initial contact before their arrival
- ✓ Mark your calendar – set aside and allow adequate time in your schedule to welcome reassigned employee
- ✓ Prepare a workstation for the reassigned employee
- ✓ Notify and inform staff about the "new" employee
- ✓ Set up a buddy system and assign a mentor to help with transition
- ✓ Consider what training will be needed and be ready to discuss expectations and opportunities
- ✓ Plan activities for the first day (and weeks) in order to properly welcome reassigned employee
<http://classifiedtraining.lausd.net>

September 2011

Guide for Reorienting
Reassigned Employees

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STAFF DEVELOPMENT AND TRAINING

Through training, you help new and current employees acquire the knowledge and skills they need to perform their jobs. Employees who enhance their skills through training are more likely to engage fully in their work, because they derive satisfaction from mastering new tasks.



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STAFF DEVELOPMENT AND TRAINING

Training is important for the individual employees as well as the long-term health of an organization. It's proven that employee productivity and morale increase as employees are assured that their employer is investing in them and striving for a better work environment.

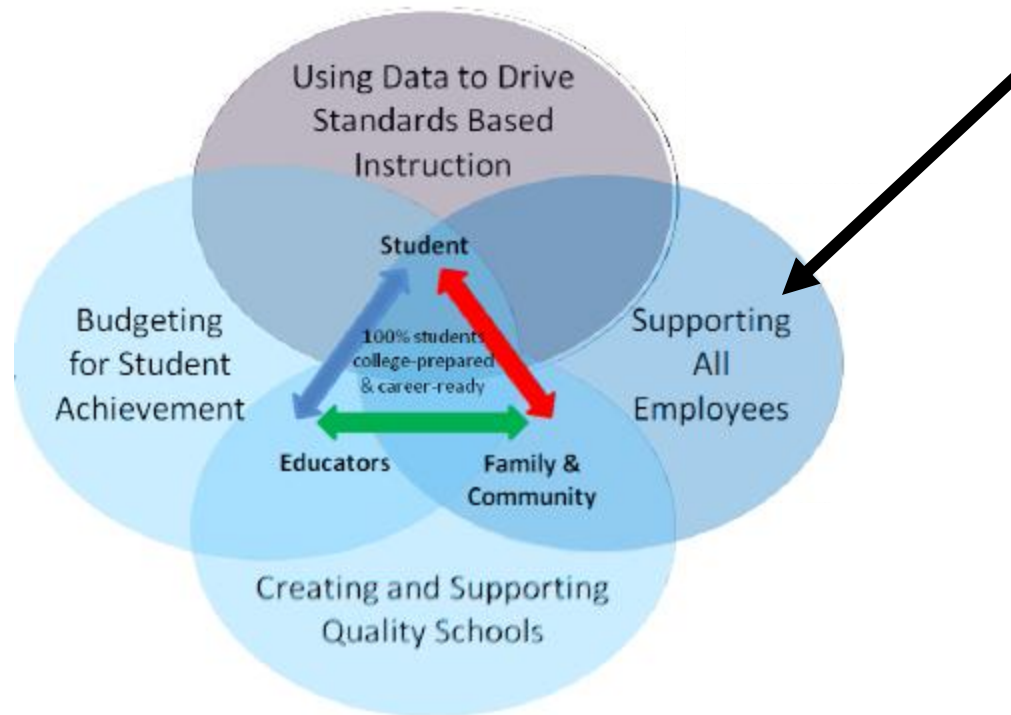


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STAFF DEVELOPMENT AND TRAINING

LAUSD has four interconnected strategies that will help us meet our goals and ensure all students are college-prepared and career-ready; one being “supporting all employees”.



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STAFF DEVELOPMENT AND TRAINING

Home | About Us | Classes | New Employees | College Programs | Resources | Media | External Customers

Personnel Commission
**Workforce Management
Classified Training**

CLASSES
EMPLOYEE RECOGNITION
COLLEGE PROGRAMS
RESOURCES

Our New Catalog is Here!
Click [here](#) to see upcoming sessions covering a variety of school office technical procedures. Click [here](#) for **OUTPLACEMENT RESOURCE!**

Look under "Career Resources" for Tuition Reimbursement information.

News & Events
Click [here](#) to view the "Reorienting Reassigned Employees" learning module produced by the Personnel Commission's Workforce Management Classified Training Team. The LAUSD Everyday Heroes Recognition Program has moved to the "Employee Recognition" button above.

TRAINING & STAFF DEVELOPMENT SERVICES FOR CLASSIFIED EMPLOYEES

Commitment of LAUSD's Training Program


Provide staff development and retraining, to

- enhance the performance capacity of Classified employees to serve with excellence in their existing roles.
- create a ready talent pool to fill critical higher level and future roles.

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STAFF DEVELOPMENT AND TRAINING

**WORKFORCE
MANAGEMENT**
Classified Training



Fall Catalog
October 2011 - January 2012

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Retraining for Reassigned Employees

Program that includes providing school office technical procedures training for employees who are reassigned to schools and find themselves serving in new capacities that they are unfamiliar with or have not performed in many years.



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Outplacement Services

- Rapid Response – Partnership with the City of L.A.
- Career Bootcamp
- Career Counseling
- Web Resources
- Continuing Outreach



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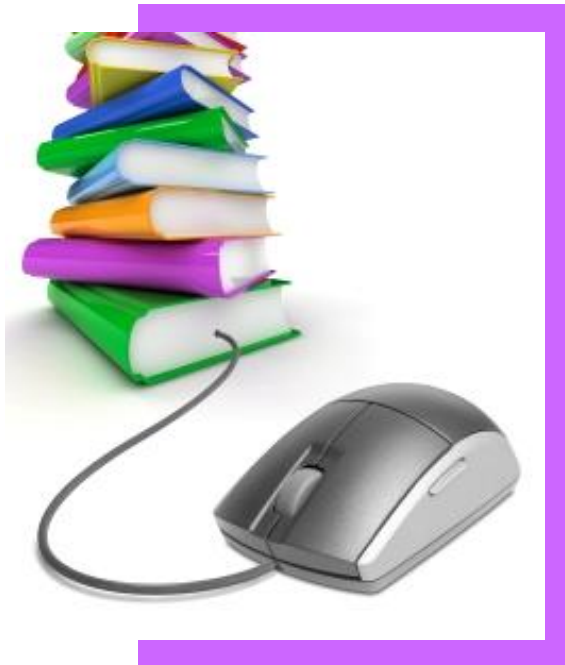
On-site Degree and Certificate Programs

- PACE AA Degree Program
- Public Sector Management Bachelors Degree Program
- MPA Masters Degree Program
- School Business Certificate Program



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DISTANCE LEARNING PROGRAM

Distance Learning Strategy =

- Webcasts
- Web Modules
- Video Training
- Portal Pages

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STAFF DEVELOPMENT AND TRAINING

JUST-IN-TIME LEARNING PORTAL PAGES



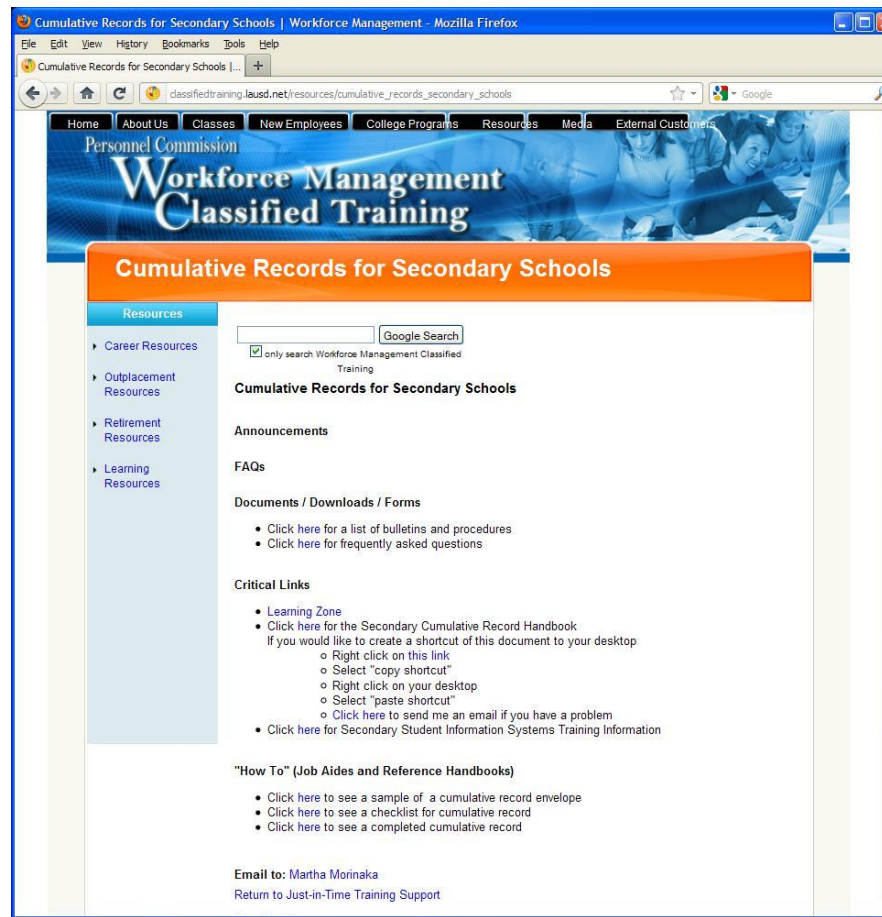
The screenshot shows a Mozilla Firefox browser window displaying the 'Just-in-Time Training Support' portal. The browser's address bar shows the URL 'classifiedtraining.lausd.net/resources/just_in_time_training_support'. The page features a navigation menu with links for Home, About Us, Classes, New Employees, College Programs, Resources, Media, and External Customers. A large banner at the top reads 'Personnel Commission Workforce Management Classified Training'. Below the banner is a section titled 'Just-in-Time Training Support' with a search bar and a 'Google Search' button. A sidebar on the left lists 'Resources' including Career Resources, Outplacement Resources, Retirement Resources, and Learning Resources. The main content area is titled 'Just-in-Time Training Support (by topic)' and contains a paragraph: 'Please click on the following links for additional information about our learning topics.' followed by links for 'Cumulative Records for Secondary Schools', 'Elementary Cumulative Records', 'Elementary Enrollment Procedures', 'Policies & Procedures for IFS GUI Purchase Orders', and 'Other topics'. The footer includes the text 'TRAINING & STAFF DEVELOPMENT SERVICES FOR CLASSIFIED EMPLOYEES' and 'LOS ANGELES UNIFIED SCHOOL DISTRICT'. The page is created by the Learning, Communication, & Web Services Branch, © 2010 Los Angeles Unified School District All Rights Reserved.

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STAFF DEVELOPMENT AND TRAINING

JUST-IN-TIME LEARNING PORTAL PAGES



Cumulative Records for Secondary Schools | Workforce Management - Mozilla Firefox

classifiedtraining.lausd.net/resources/cumulative_records_secondary_schools

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Personnel Commission
**Workforce Management
Classified Training**

Cumulative Records for Secondary Schools

Resources

- ▶ Career Resources
- ▶ Outplacement Resources
- ▶ Retirement Resources
- ▶ Learning Resources

only search Workforce Management Classified Training

Cumulative Records for Secondary Schools

Announcements

FAQs

Documents / Downloads / Forms

- Click here for a list of bulletins and procedures
- Click here for frequently asked questions

Critical Links

- Learning Zone
- Click here for the Secondary Cumulative Record Handbook
If you would like to create a shortcut of this document to your desktop
 - Right click on this link
 - Select "copy shortcut"
 - Right click on your desktop
 - Select "paste shortcut"
 - Click here to send me an email if you have a problem
- Click here for Secondary Student Information Systems Training Information

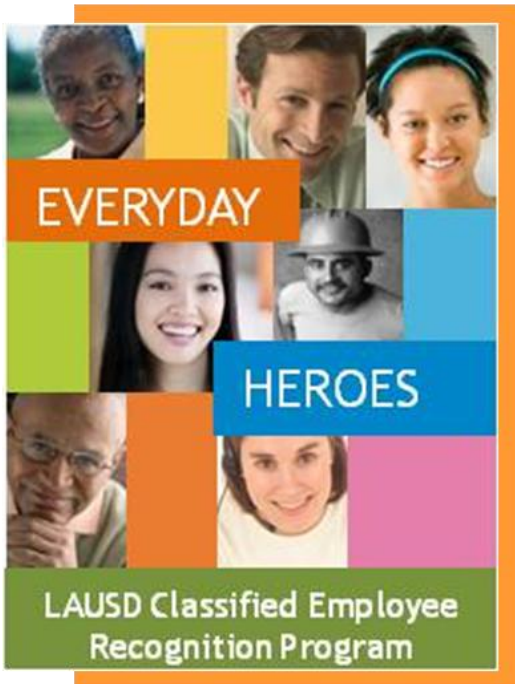
"How To" (Job Aides and Reference Handbooks)

- Click here to see a sample of a cumulative record envelope
- Click here to see a checklist for cumulative record
- Click here to see a completed cumulative record

Email to: Martha Morinaka
Return to Just-in-Time Training Support

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EMPLOYEE RECOGNITION PROGRAM

The LAUSD Everyday Heroes Recognition Program honors Classified Employees who demonstrate excellence in work performance, school and community involvement, and leadership and commitment to our District and students.



Effective Performance Management practices also can enhance employee engagement and commitment by providing:

- Goals and Expectations that align with the organization's strategic objectives.
- Positive feedback and recognition for employee accomplishments.
- Recognition and appreciation for excellence on the job.
- Identification of training plans to support career goals.



SUCCESSION PLANNING

Building a succession plan for when an employee leaves the organization by planning ahead of time to fill potential vacancies, especially critical vacancies, give opportunities for current staff.

Succession plans can include aspects such as a mentoring program, a formal staff development program, and cross-training opportunities.



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