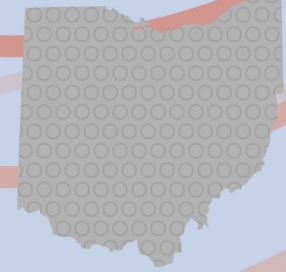




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Mid-Week Meetup: Staff Onboarding

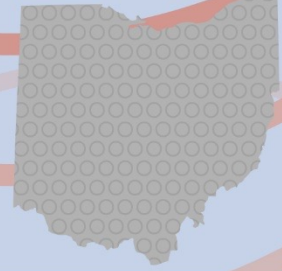
JFS Specialists: Kathryn Koester & Steffani Roberts

4C Coaches:

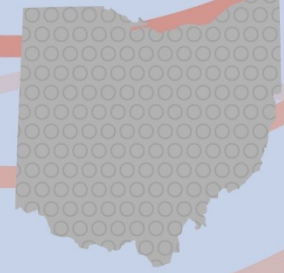


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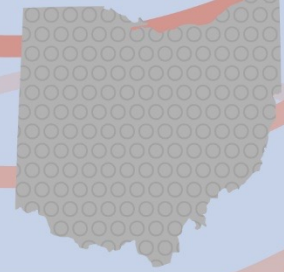


Introductions



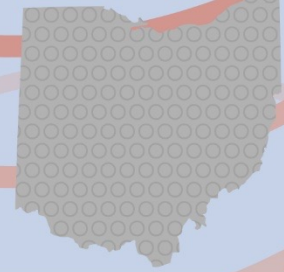
“The only thing worse than training employees and losing them is to not train them and keep them.”

- According to the Society for Human Resource Management (SHRM), 69% of employees are more likely to stay with a company for 3 years if they experienced great onboarding.
- Two tracks- one for a new to the field staff and one for experienced staff



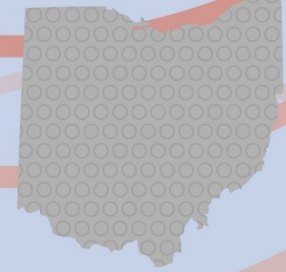
Day 1

- Create an account in the Ohio Professional Registry
 - www.occrra.org
- Complete fingerprinting and submit background in the Ohio Professional Registry
- Complete center specific paperwork including required forms for payroll, I-9 forms, and emergency forms
- Complete licensing specific requirements including education verification and employee medical statement



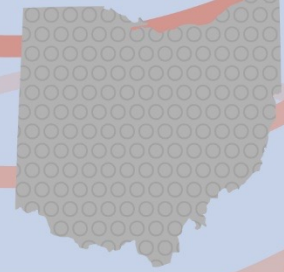
Day 2

- Complete the Child Care Center Orientation in OCCRRA (appr. 6 hours)
 - Title: Child Care Center Orientation Training
- Answer any questions from the Orientation



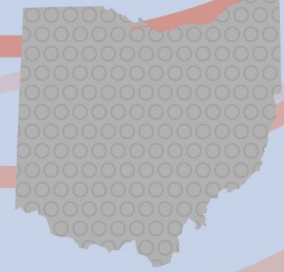
Day 3

- Complete ODJFS Child Abuse training in OCCRRA (appr. 1 hours)
 - Title: ODJFS Child Abuse Training
- Complete Ohio's Approach to Quality in OCCRRA (appr. 2 hours)
 - Title: Ohio's Approach to Quality
- Complete Ohio's Overview of Child Development in OCCRRA (appr. 3 hours)
 - Title: Ohio's Overview of Child Development
- Answer any questions from the trainings



Day 4

- Complete ODJFS Management of Communicable Disease in OCCRRA (appr. 2.5 hours)
 - Title- ODJFS Management of Communicable Disease – Free Training Recorded by ODJFS
- Submit education verification to OCCRRA
- Complete a professional development plan and pick two trainings for the next 6 months
- Schedule First Aid and CPR training within the next 90 days



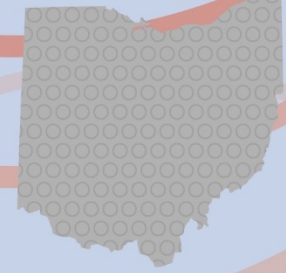
Day 5

- Check the program's dashboard for the staff member background check
- **ONLY WHEN THE BACKGROUND CHECK IS RECEIVED:**
 - Staff member shadows current staff for mentoring and hands-on training



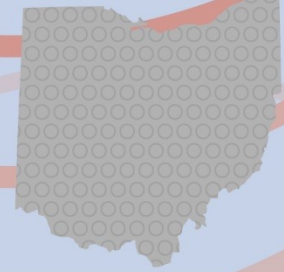
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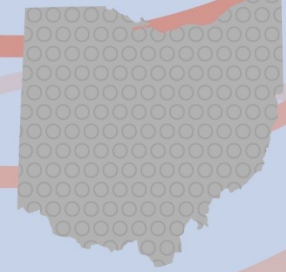
Day 1 (experienced)

- Submit background in the Ohio Professional Registry
- Complete center specific paperwork including required forms for payroll, I-9 forms, and emergency forms
- Complete licensing specific requirements including education verification and employee medical statement
- Review staff training (health training and professional development training)
- Move on to Day 2 if time allows



Day 2 (Experienced)

- Complete any trainings that need to be completed such as:
 - Child Care Center Orientation Training
 - ODJFS Child Abuse Training
 - Ohio's Approach to Quality
 - Ohio's Overview of Child Development
 - ODJFS Management of Communicable Disease
- Ensure education is verified by OCCRRA or submit education if necessary
- Complete a professional development plan and pick two trainings for the next 6 months



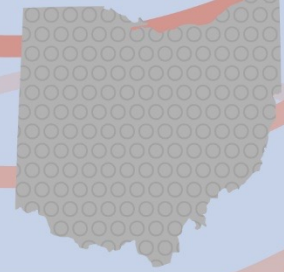
Day 3 (Experienced)

- Check the program's dashboard for the staff member background check
- **ONLY WHEN THE BACKGROUND CHECK IS RECEIVED:**
 - Staff member shadows current staff for mentoring and hands-on training

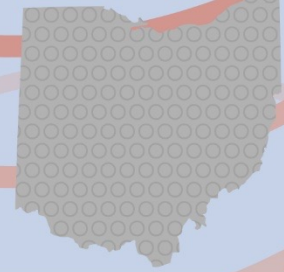


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Breakout Groups



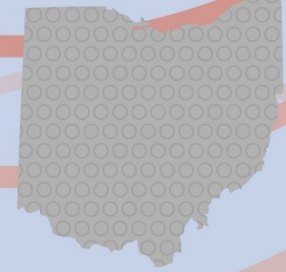
Retaining/Improving Staff

- Attempt exit interviews with leaving staff- find out why staff is leaving so you can fix any problems you are unaware of
- Given staff ownership over their spaces (don't micromanage)
- Show appreciation and respect- publicly recognizing achievements, celebrating birthdays, providing positive reinforcement



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Questions?