Onboarding Checklist

Use this checklist to ensure you have completed all necessary requirements needed for participation in the STEP Substitute Aide Pool Program

DOCUMENTS

- [ ] Proof of High School Diploma or GED Equivalency
- [ ] State Issued Driver's License or Photo ID
- [ ] Completed W4
- [ ] Direct Deposit information (Voided Check)
- [ ] Social Security Card
- [ ] Memorandum of Understanding

ONBOARDING

- [ ] PA State Police Criminal History Clearance
- [ ] Child Abuse Clearance
- [ ] FBI Fingerprinting
- [ ] National Sex Offender Registry Check
- [ ] Human Resources Overview
- [ ] PD Registry
- [ ] STEP Intranet Access
- [ ] Better Kid Care Account Setup
- [ ] Mandated Reporter training
- [ ] PedFACTS and CPR training
- [ ] Health Assessment
- [ ] Mantoux Test Read/Results
- [ ] 2 Written Non-Family References

ORIENTATION

- [ ] STEP New Employee Orientation
- [ ] Get Started with Center-Based Care- Better Kid Care
- [ ] ConnectTeam Orientation/Training