

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 Employee Transaction Services Branch (ETSB) 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



Once you have completed your processing appointment and your fingerprints have cleared, you will receive a phone call from a representative from our Employee Transaction Services Branch who will make a formal job offer. ***Be sure to obtain the following information during your conversation:***

- Exact address of your work location
- Arrival time for your first day
- Name of the person to whom you will report on your first day
- Work schedule
- Name of your direct supervisor
- Supervisor's contact information
- Attire/dress code
- Parking information/code
- Building security

If you have additional questions, you may try contacting your new supervisor or the individual who formally offered you the job to get your questions answered.

Find Key Information:

[New Hire FAQs](#)

✓ Get Acquainted with LAUSD



Familiarize yourself with the LAUSD Mission and Vision (listed below), major functions of LAUSD, organizational structure, history, and LAUSD's customers. Start thinking of ways that you will contribute to the success of LAUSD.

Mission

The Los Angeles Unified School District will provide high quality instruction and a coherent and rigorous curriculum in every classroom to facilitate student learning and achievement.

Vision

Every LAUSD student will receive a state-of-the-art education in a safe, caring environment, and every graduate will be college-prepared and career-ready.

Review information about your school or department on their website. LAUSD's website is a wonderful resource for learning about the District and your work site, its major functions, and its customers.

Find Key Information:

[LAUSD Website](#)

[District Guide to Offices](#)

[Find a School](#)

✓ Explore Your Options



Benefit Options. LAUSD offers a competitive benefits package for most employees and their eligible dependents. As a new employee, you should explore the great benefits plans available to you. Review benefits plans so you are prepared to ask clarifying questions and enroll ***within the first few days*** of your hire date. **Enrollment is not automatic**, so take the time to review your benefits options on the LAUSD Benefits website prior to your arrival and be ready to sign up.



Explore Your Options



Commute Options: By now, you should have an idea of where your department or school worksite is located. Learn about commute options so you can get to your work location with confidence on your first day. Preparing a route will help you arrive safely and on time.

Find Key Information:

[LAUSD Benefits](#)

[Benefits Enrollment Form](#)

[LAUSD Map](#)

[Google Maps](#)

[Mapquest](#)

[Public Transportation – MTA](#)

[Public Transportation – L.A. Dept. of Transportation](#)

[Beaudry Headquarters](#)



Good Idea: *Print a downloadable copy of this checklist and keep it on file for your records. We recommend that you place reminders in your Outlook Calendar throughout your first 12 months to review your own progress using this checklist and reminders to follow up with your immediate supervisor. Be sure to check in with your supervisor periodically about your progress using this checklist. Discuss any major changes to the duties assigned to you, expectations, or workplace policies. We wish you all the best in your career with LAUSD!*