

## ONBOARDING PROCESS FOR NEW STAFF:

# 6 STEPS -2- SUCCESS!

### STEP 1:

The Supervisor of the new staff should email [Emil Ramnarine](#) and provide the new staff member's name, title, and email. He will support the onboarding process and add them to the listserve so they can receive updates and opportunities. You will be emailed your username and password to access our Fair Futures Learning Management System.

### STEP 2:

Email [Cashay Haffoney](#), for an onboarding session, ideally your first week.

During this session we will welcome you to the Fair Futures community, provide an overview of the model and background, and discuss your specific role and how it fits into the broader program. We will also walk through all of the training, technical assistance, and professional development supports available to you.

### STEP 3:

Sign up for all mandatory Fair Futures trainings, based on your role. This should be done your first week.

All mandatory trainings can be found [here](#).

You can also [sign up](#) for additional (and optional) trainings, workshops, learning communities, etc. where you can meet your peers from other agencies and hop into the learning.

### STEP 4:

While you are waiting for your onboarding session, read the Fair Futures Manual.

At a minimum, we recommend that new staff read the [Manual Summary](#) and the [section\(s\) of the Manual](#) that relate to your role. If you are unsure, please ask your Fair Futures Relationship Manager.

### STEP 5:

If you are a Coach, please set up a 1:1 TA session BEFORE you reach out to your young people/families.

Our team will help you practice your intro and develop language to use so that you feel comfortable making that first call!

To schedule a 1:1 TA session, email [Cashay Haffoney](#).

### STEP 6:

After your onboarding session and before using Care4, follow these steps:

- ☐ Email [Nadine](#) at [info@fairfuturesny.org](mailto:info@fairfuturesny.org) to set up your Care4 username and password.
- ☐ [Sign up for a Care4 Platform Training\\*](#) with Matt Sexton based on your role.

\*PLEASE DO NOT GET TRAINED ON CARE4 OR START USING CARE4 UNTIL YOU HAVE COMPLETED AN ONBOARDING SESSION.\*