



New Apprentice Onboarding

PURPOSE: To provide the company with an in-house process for onboarding new apprentices post New Hire Orientation.



DAY 1 OF APPRENTICESHIP

Responsible Party: HR/Appropriate Department/Training

Introductions/Roles

- Training Supervisor
- Apprenticeship Coordinator
- Appropriate Supervisor
- Related Instruction Provider Representative

Collect appropriate U.S. DOL OA/company forms – signed.

- ETA 671
- Voluntary Disability Disclosure form (this is voluntary ONLY)
- Signed Release Form (This is voluntary, too, but if an apprentice image or quote is used for publicity or communication about apprenticeship, a form should be signed and on file. Consult the local legal team for added advise.)
- Repayment agreement form, if appropriate (An example has been included in the Generic Offer Letter template.)

Give copies to all apprentices.

Go over Standards, Appendix A, Offer Letter

Set expectations for:

- Related Instruction
 - GPA
 - Grade Reporting
 - Attendance
- On-The-Job Training
 - Recording OJT
 - Reporting concerns about getting needed OJT opportunities.
- Review process
 - Performance reviews
 - Apprentice Feedback
- Wage schedule and step progression process
 - Dependent on performance review
 - Dependent on grades for previous semester courses

(Continues on back)

New Apprentice Onboarding (Continued)



DAY 2 OF APPRENTICESHIP

Responsible Party: HR/Appropriate Department/ Training

Enter each apprentices' ETA 671 information into RAPIDS database.

- File ETA 671 and Voluntary Disability Disclosure forms in appropriate file
 - Strongly advise keeping documents in an electronic file with backup file either in paper or electronic

Keep a readily accessible file with the following information:

- The first and last name of each apprentice entered into RAPIDS.
- Each apprentice's employee number and RAPIDS number
- Apprenticeship occupation for each apprentice.
- Start date for each apprentice.
 - New hires should have the same RAPIDS start date as their hire date.
 - Will be easier to track pay increases.
 - Internal transfers should have the same RAPIDS date as transfer date.
- RAPIDS code (occupation-dependent; see appropriate Appendix A)
- Supervisor contact information for each apprenticeship, if applicable
- Name of school/college each apprentice is attending for coursework, if applicable.
- ***Other information may be required by funding opportunities.***

