New Employee Training Checklist

First Day (Supervisor or designee works with employee): Check box when completed

☒ Introduce new employee to their Volunteer Team Leader (VTL)
☒ Show new employee evacuation routes in the event of a building alarm
☒ Show new employee location of their Assembly Area(s)
☒ How to update personal information on MyHR to receive ALERTME emergency messages

Online Training to be completed by new employee within 30 days of employment

➢ All Training is accessed through CSUlearn: https://csu.sumtotal.host/. For technical problems, please contact or submit a ticket with the IT Service Desk: https://csueastbay.service-now.com/sp.
➢ New Employee Safety Orientation: After logging into CSUlearn, click on the “Assigned Learning” tab. If you don’t see the courses in the “Assigned” tab, you can search for the courses using the search feature.
➢ Check box when training is complete.

New Employee Safety Orientation, Sexual Misconduct & FERPA/Data Security Training (all new employees):

☒ Emergency Evacuation, Response and Preparedness (course ID: scorm12_spcentralsta_rt_csueb_evacprep)
☒ Injury and Illness Prevention Program Certification (IIPP) (course ID: scorm12_spcentralsta_rt_csueb_iipp)
☒ CSU’s Sexual Misconduct Prevention (course ID: CSUEASTBAY-SCORM-SMPS )
☒ Sexual Harassment Prevention for Non-Supervisors (COURSE NOT AVAILABLE YET)
☒ Data Security and FERPA (course ID: CSUEASTBAY-SCORM-DSP )

MPPs, managers, and supervisors must also complete the course(s) below. Designated employees will also be assigned Conflicts of Interest.

☒ Sexual Harassment Prevention for Supervisors (COURSE NOT AVAILABLE YET)
   ☐ Not required – employee will not be supervising Staff, Faculty, or Students
☒ Avoiding Conflicts of Interest (course ID: CSUEASTBAY-SCORM-COI )
   ☐ Not required – employee does not have a designated role

Must be completed before operating any vehicle for University’s business, this includes carts:

☒ Not required at this time – will not operate any vehicle for university business, including carts.
☒ Defensive Driving Training is completed. To search for the course, type “defensive driving” in the search box. Take course title “Defensive Driving Fundamentals” (course ID: esh_sah_b21_sh_enus).
☒ Completed course Operating Rules for University Vehicles on Campus—if driving University’s vehicle

All new employees at CSUEB are required to complete this mandatory training within 30 days of employment or before using a vehicle for university business. Supervisors are responsible to ensure new employees complete the training. New employees include all Staff, Faculty, Student Assistants and Temporary Employees. When training is completed and verified, the supervisor should complete, sign, and submit this form to Human Resources (SA 2600).

Employee’s Name ___________________________________ NetID ____________________
Supervisor’s Signature ___________________________________ Hire Date ____________________
Department ___________________________________ Date ____________________

2/18/19