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 is 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 service ticket with the IT Service Desk: https://csueastbay.service-now.com/sp?id=sc_home

➢ 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, please submit a ticket with the IT Service Desk.

➢ 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_evaceprep)
☐ 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
☐ 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
   ☐ Not required – employee will not be supervising Staff, Faculty, or Students
☐ Avoiding Conflicts of Interest (a ticket needs to be submitted with the ITS Service Desk for access)
   ☐ Not required – employee does not have a designated role

Defensive Driving:

Must be completed before operating any vehicle for University’s business, this includes carts. To access the courses below, submit a ticket with the ITS Service Desk (https://csueastbay.service-now.com/sp?id=sc_home).

☐ Not required at this time – will not operate any vehicle for university business, including carts.
☐ Completed Defensive Driving course.
☐ 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 ____________________________

8/12/19