New Employee Training Checklist

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

☐ Introduce new employee to their Building Emergency Safety Team (BEST)
☐ 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 must be completed within 30 days of employment

➢ Please log into CSULearn to access all assigned training.
   For technical problems, please contact ayesha.lee@csueastbay.edu
➢ After logging into CSULearn, click on the “Assigned Learning” tab.
➢ Check box when training is complete.

Required For all new employees

☐ Emergency Evacuation, Response and Preparedness - Required once
☐ Injury and Illness Prevention Training(IIPP) - Required every 3 years
☐ Data Security and FERPA Training - Required annually
☐ Gender Equity and Title IX Training - Required annually
☐ Workplace Violence Prevention Plan – Required annually
☐ Discrimination, Harassment and Retaliation Prevention Training Non-Supervisors - Required every 2 years

Additional Required training for all MPPs, managers and supervisors

☐ Discrimination, Harassment and Retaliation Prevention Training for Supervisors - Required every 2 years
  ☐ Not required – employee will not be supervising Staff, Faculty, or Students
☐ Avoiding Conflicts of Interest - Required every 2 years
  ☐ Not required

Defensive Driving

The following courses must be completed before operating any vehicle for University business, travel re-imbursement or part of job function this includes carts required every 4 years:

☐ Not required at this time – will not operate any vehicle for university business, including carts.
☐ “DMV Pull Notice” Authorization to Release Driver Record” form submitted to Human Resources, SA 2600. Questions email ayesha.lee@csueastbay.edu
☐ Defensive Driving Training is completed.
☐ 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 ___________________________

06/11/2024