

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

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

- All Training is accessed through SkillPort: <https://ds.calstate.edu/?svc=skillsoft>. For technical problems, please contact or submit a ticket to the IT Service Desk: <https://www20.csueastbay.edu/its/service-desk/index.html>.
- New Employee Safety Orientation: After logging into Skillport, click on “**View My Plan**” and then “**Launch**” to view the corresponding courses. If you do not see the courses in your “**View My Plan**” folder, please contact Lyanh Luu in Risk Management/Environmental Health and Safety (lyanh.luu@csueastbay.edu).
- Contact Ayesha Lee in Risk Management at ayasha.lee@csueastbay.edu or 510-885-4024 for all other questions.
- Check box when training is complete. Employee should show completion certificates to supervisor.

New Employee Safety Orientation and Sexual Misconduct Training (all new employees):

- Emergency Evacuation Response and Preparedness training is completed
- Eliminating Campus Sexual Misconduct training is completed
- CSU-Computer Workstation Ergonomics (only for office workers) training is completed
- Injury and Illness Prevention Program (IIPP) training is completed
- Recognize and Prevent Workplace Violence training is completed

MPPs, managers, and supervisors must complete both these additional online classes. Designated employees will also be assigned CSU Conflicts of Interest.

- EDU Supervisor: Anti-Harassment, Discrimination, Retaliation (CA-13-H) training is completed
 - Not required – employee will not be supervising Staff, Faculty, or Students*
- CSU Conflicts of Interest training is completed
 - 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.*
- “**Authorization to Release Driver Record**” form submitted to Risk Management, SA 1600. Contact Risk Management at 510-885-4024 with questions.
- Defensive Driving Training is completed. To access course go to SkillPort. *To search for the course, type “defensive driving” in the search box located in the top right hand corner. Click “Select” and then “Course” to filter search. Take course title “Defensive Driving Fundamentals” (course ID: esh_sah_b21_sh_enus). You can also search for the course using the course ID.*

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 Risk Management (SA 1600).

Employee’s Name _____ NetID _____

Supervisor’s Signature _____ Date _____

Department _____