

# Orientation Checklist

 Online

 Classroom


New Hire's Name: Madison Anderson

Trainer's Name: Amber Beltran

Site and Home Manager: Sheffield Beth Pierce

Orientation Start Date: 8/31/20

Orientation End Date: 9/28/20

Prior to Orientation

During Orientation

After Orientation

	Date Completed	
<input checked="" type="checkbox"/>	8/31	Reach out to new hire and welcome them to Beacon. [Online Orientations]

Prior to Orientation

During Orientation

After Orientation

	Date Completed	
<input checked="" type="checkbox"/>	9/25/20	Check and upload Online Recipient Rights Certificate into Star Service.
<input checked="" type="checkbox"/>	Online complete	Upload CPI Card and/or documentation as offline reporting in Star and on the CPI site as required. Training was not completed in orientation. Training scheduled for: _____
<input type="checkbox"/>		Upload CPR/First Aid Card and/or documentation as offline reporting in Star and on the CPI Site as required. Training was not completed in orientation. Training scheduled for: _____
<input checked="" type="checkbox"/>	9/25/20	Run a User Engagement or CourseLessonTimeTaken report and allocate all training hours. [ONLINE ORIENTATION] <i>Enter last date of timecard allocation as your date completed.</i>
<input checked="" type="checkbox"/>	9/25/20	Double-check timecard punches and make sure all hours are allocated to training. [Classroom Orientation] <i>Enter last date of timecard allocation as your date completed.</i>
<input checked="" type="checkbox"/>	9/25/20	Schedule Shadow Shifts and additional trainings in MakeShift.
<input checked="" type="checkbox"/>	9/18/20	Reach out to the Home Manager to update them on the New Hire's progress and schedule (post-orientation training, shadow shifts, etc).

Prior to Orientation

During Orientation

After Orientation

	Date Completed	
<input type="checkbox"/>		Upload Classroom Recipient Rights Certificate and/or documentation into Star Service if completed during orientation. If not, training is scheduled for: _____
<input type="checkbox"/>		Upload DMA Classroom Training Documentation if completed during orientation. If not, training is scheduled for: _____
<input type="checkbox"/>		Upload Gentle Teaching documentation into Star Service if completed during orientation. If not, training is scheduled for: _____
<input checked="" type="checkbox"/>	9/28/20	Run Offline Training Report and verify that all online training has been completed and certificates/documentation has been uploaded.
<input checked="" type="checkbox"/>	9/30/20	Upload this completed form into the New Hire's Offline Training.
<input checked="" type="checkbox"/>	9/29/20	Verify with Home Manager that New Hire showed up to their Shadow Shifts
<input type="checkbox"/>		Staff & HM follow-up (7-14-30 days)

### Trainer Acknowledgement

I, Amber Beltran (trainer) am stating that the trainee has completed all trainings as outlined above.

### Training Notes

Madison took quite awhile to finish online training. Could not attend her first scheduled shadow shift but did attend 2<sup>nd</sup> scheduled SS. Also had to quarantine prior to starting due to leaving state. Made sure to keep Beth Pierce in the loop.