



# NorthStar

## Community Services

### COMMUNITY New Employee OnBoarding & Training Checklist

MUST BE COMPLETED WITHIN 30 DAYS OF NEW HIRE ORIENTATION & PRIOR TO ANY UNSUPERVISED CLIENT CONTACT

Complete packet available on Egnyte / Employee Documents / New Employee Training Packet

Description	Date Completed	Employee Initials	Supervisor Initials
<b>Hiring Director</b>			
New Employee Offer Letter completed and given to HR.			
<b>Human Resources</b>			
Background Study completed	12/10/23	AC	AC
Employee File created	12/10/23	AC	AC
Employee Gusto account created & assistance with access	12/10/23	AC	AC
Employee Deputy account created & assistance with access	12/10/23	AC	AC
Employee R-Tasks account created & assistance with access	12/10/23	AC	AC
Employee STAR account created & assistance with access	12/10/23	AC	AC

Add employee to Employee Master Log	12/01/23	AZ	JP
Add employee to Employee Birthday List	12/01/23	AZ	JP
<b>Hiring Director</b>			
Complete Deputy Training: time off, newsfeed postings & confirmation.	12/8/23	AZ	BS
Complete Gusto Training: time off, expenses (sleep noc and mileage)	12/8/23	AZ	BS
Vulnerable Adult Training	12/8/23	AZ	BS
Show how to login to Star Services. <i>Star Services Training needs to be done within 60 days of hire date: Date: 1/30/2024</i>	12/8/23	AZ	BS
<b>Community Program Director</b>			
Schedule supervised training day(s)	1.8.24	AZ	TR
Director enters individual schedule into block scheduling electronically immediately	1.8.24	AZ	TR
R-Task Specific Training: Notes and documentation	1.8.24	AZ	TR
Scheduling & Scheduling requirements (Deputy/Gusto)	1.8.24	AZ	TR
Orientation to individual's needs (must sign the client file once completed)	1.8.24	AZ	TR
Agency passes & activities	1.8.24	AZ	TR
Orientation on team meetings & requirements	1.8.24	AZ	TR
Email HR Director when staff have read all client files – to assign acknowledgments.	N/A		
Make sure staff initialed and signed, then sign and turn into HR Director.	N/A		

On the date listed I certify that I have been trained in the above topics, understand these policies & processes, and agree to follow them through my employment at NorthStar Community Services

Employee: Allyelle Date: 1-8-24  
Supervisor: [Signature] Rader Date: 1-8-24

