



# 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**

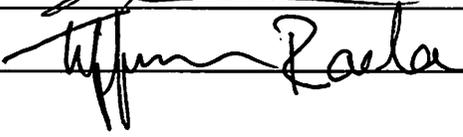
Complete packet available on Egynte / Employee Documents / New Employee Training Packet

Description	Date Completed	Employee Initials	Supervisor Initials
<b>Human Resources</b>			
New Employee Offer Letter completed and given to HR	10.13.23	AR	JD
Background Study completed	10.13.23	AR	JD
Employee File created	10.13.23	AR	JD
Employee Gusto account created & assistance with access	10.13.23	AR	JD
Employee Deputy account created & assistance with access	10.13.23	AR	JD
Employee R-Tasks account created & assistance with access	10.13.23	AR	JD
Employee STAR account created & assistance with access	10.13.23	AR	JD
Add employee to Employee Master Log	10.13.23	AR	JD

Add employee to Employee Birthday List	10.13.23	AK	JP
<b>Hiring Director</b>			
Complete Deputy Training: time off, newsfeed postings & confirmation.	10.23.23	AK	BS
Complete Gusto Training: time off, expenses (sleep noc and mileage)	10.23.23	AK	BS
Vulnerable Adult Training	10.23.23	AK	BS
Show how to login to Star Services. <i>Star Services Training needs to be done within 60 days of hire date: <b>Date:</b> 12-22-2023</i>	10.23.23	AK	BS
<b>Community Program Director</b>			
Schedule supervised training day(s)	12-7-23	AK	TR
Director enters individual schedule into block scheduling electronically immediately	12-7-23	AK	TR
R-Task Specific Training: Notes and documentation	12-7-23	AK	TR
Scheduling & Scheduling requirements (Deputy/Gusto)	12-7-23	AK	TR
Orientation to individual's needs (must sign the client file once completed)	12-7-23	AK	TR
Agency passes & activities	12-7-23	AK	TR
Orientation on team meetings & requirements	12-7-23	AK	TR
Email HR Director when staff have read all client files – to assign acknowledgments.	12-7-23	AK	TR
Make sure staff initialed and signed, then sign and turn into HR Director.	12-7-23	AK	TR

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:  Date: 12.7.2023

Supervisor:  Date: 12.7.2023