Hannah Gitler

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
Human Resources			
New Employee Offer Letter completed and given to HR	7.17.24		BS
Background Study completed	7.17.24		BS
Employee File created	7.17.24		BS
Employee ADP account created & assistance with access	7.17.24		BS
Employee Deputy account created & assistance with access	7.17.24		BS
Employee R-Tasks account created & assistance with access	7.17.24		BS
Employee STAR account created & assistance with access	7.17.24		BS
Add employee to Employee Master Log	7.17.24		BS

Add employee to Employee Birthday List	7.17.24		BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	7.29.24	HG	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	7.29.24	HG	BS
Vulnerable Adult Training	7.29.24	HG	BS
Show how to login to Star Services. *Star Services Training needs to be done within 60 days of hire date:* ***Date:*** 9.27.2024	7.29.24	HG	BS
Community Program Director			
Schedule supervised training day(s)	7-29-24	HG	AC
Director enters individual schedule into block scheduling electronically immediately	7-29-24	HG	AC
R-Task Specific Training: Notes and documentation	7-29-24	HG	AC
Scheduling & Scheduling requirements (Deputy/ADP)	7-29-24	HG	AC
Orientation to individual's needs (must sign the client file once completed)	7-29-24	HG	AC
Agency passes & activities	7-29-24	HG	AC
Orientation on team meetings & requirements	7-29-24	HG	AC
Make sure staff initialed and signed, then sign and turn into HR Director.	7-29-24		AC

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: 7/29/24

Supervisor: _____ Date: 7-29-24