



NorthStar

Community Services

Community New Employee OnBoarding & Training Checklist

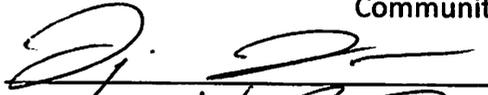
MUST BE COMPLETED WITHIN 30 DAYS OF NEW HIRE ORIENTATION & PRIOR TO ANY UNSUPERVISED CLIENT CONTACT

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	02/04/24 LL	LL	JD
Background Study completed	02/04/24 LL	LL	JD
Employee File created	02/04/24 LL	LL	JD
Employee ADP account created & assistance with access	02/04/24 LL	LL	JD
Employee Deputy account created & assistance with access	02/04/24 LL	LL	JD
Employee R-Tasks account created & assistance with access	02/04/24 LL	LL	JD
Employee STAR account created & assistance with access	02/04/24 LL	LL	JD
Add employee to Employee Master Log	02/04/24 LL	LL	JD

Add employee to Employee Birthday List	6/10/24	U	40
Hiring Director			
Complete Deputy Training: time off, newsfeed postings & confirmation.	6.11.24	U	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	6.11.24	U	BS
Vulnerable Adult Training	6.11.24	U	BS
Show how to login to Star Services. <i>Star Services Training needs to be done within 60 days of hire date: Date: 8-10-24</i>	6.11.24	U	BS
Community Program Director			
Schedule supervised training day(s)	6/27/24	U	AH
Director enters individual schedule into block scheduling electronically immediately	6/27/24	U	AH
R-Task Specific Training: Notes and documentation	6/27/24	U	AH
Scheduling & Scheduling requirements (Deputy/ADP)	6/27/24	U	AH
Orientation to individual's needs (must sign the client file once completed)	6/27/24	U	AH
Agency passes & activities	6/27/24	U	AH
Orientation on team meetings & requirements	6/27/24	U	AH
Email HR Director when staff have read all client files – to assign acknowledgments.	6/27/24	U	AH
Make sure staff initialed and signed, then sign and turn into HR Director.	6/27/24	U	AH

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: 8/21/24
Supervisor:  Date: 8/21/24