



NorthStar

Community Services

RESIDENTIAL New Employee OnBoarding & Training Checklist

MUST BE COMPLETED DURING PROGRAM COORDINATOR ONBOARDING TRAINING AND TURNED IN SAME DAY.

Complete packet available on Egnyte / Employee Documents & Training / HR Onboarding Documents

New Hire Name: Amy Wise Phone Number: 218-380-2694

Location: Aspen

ajune6517@gmail.com
160373

Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed - Training & Department Notified	1/15/25	AW	JD
Verify employee Drivers License			
Background Study completed	1/15/25	AW	JD
Employee file created (egnyte)	1/15/25	AW	JD
Employee ADP account created	1/15/25	AW	JD
Employee Deputy account created	2/15/25	AW	JD
Employee R-Tasks account created	1/15/25	AW	JD
Add employee to Employee Master Log	1/15/25	AW	JD
Notify accounting to add benefits if requested	1/15/25	AW	JD
Review & Sign Job Description	1/15/25	AW	JD

Training Department			
Employee STAR account created	1-20-25	AW	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	1-21-25	AW	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	1-21-25	AW	BS
Star Training	1-21-25	AW	BS
Program Coordinator			
Scheduling & Scheduling requirements (Deputy/ADP)	1-21-25	AW	TSL
Person Centered Practices & Plans: General Info	1-21-25	AW	TSL
Agency passes & activities	1-21-25	AW	TSL
Orientation on team meetings & requirements	1-21-25	AW	TSL
Outings & Activities	1-21-25	AW	TSL
Maintenance needs	1-21-25	AW	TSL
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	1-21-25	AW	TSL
Data Tracking and managing goals	1-21-25	AW	TSL
Concurrent Documentation & Daily notes	1-21-25	AW	TSL
Daily House Task & checklists	1-21-25	AW	TSL
Funds management & money logs	1-21-25	AW	TSL
Menus and food preparation	1-21-25	AW	TSL
Daily Communication Logs	1-21-25	AW	TSL

Appointment Communication logs – Med Log Book: PRN documentation, appt logs, meds received/ordered, receiving Narcotics (Narc Sheet), standing order sheet, med error form, med set-up record (meds sent out sheet.)	1-21-25	AW	TSh
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	1-21-25	AW	TSh
Orientation to individual's needs (must sign the client acknowledgement once completed)	1-21-25	AW	BS
Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director.			

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: Amy Wise Date: 1-21-25

Supervisor: Marsha Stogeborg Date: 1/21/25