

## New Employee Training Checklist

### First Day (Supervisor or designee works with employee)

Checkbox when completed:
Introduce new employee to their Volunteer Team Leader (VTL)
Show new employee evacuation routes in the event of a building alarm
Show new employee location of their Assembly Area

Online Skillport Training is to be completed by new employee within 30 days of em6 /TS SA 1608634 0 TD 0 Tc <00  
Contact Risk Management at 510 885 4024 with questions.  
Defensive Driving Training is completed. To access course go to

#### SkillPort.

To search for the course, type "defensive driving" in the search box located in the top right hand corner. Click "Select" and then "Course" to filter search. Take course title "Defensive Driving Fundamentals" (course ID: esh\_sah\_b21\_sh\_enus). You can also search for the course using the course ID.

All new employees at CSUEB are required to complete mandatory training within 30 days of employment **before** using a vehicle for university business. Supervisors are responsible to ensure new employees complete the training. New employees include all Staff, Faculty, Student Assistants and Temporary Employees. When training is completed a