# New Employee Training Checklist

## First Day (Supervisor or designee)

Check when complete:

- [ ] Introduce new employee to their VTL
- [ ] Show new employee evacuation routes in the event of a building alarm
- [ ] Show new employee location of their Assembly Area

## Must be completed by employee within 30 days of employment

- New Employee Safety Orientation can be completed online through SkillPort: [https://ds.calstate.edu/?svc=skillsoft](https://ds.calstate.edu/?svc=skillsoft). After logging in, click on “View My Plan” and then “Launch” to view the corresponding courses.

- For technical problems, please contact or submit a ticket with the Service Desk: [https://www20.csueastbay.edu/its/service-desk/index.html](https://www20.csueastbay.edu/its/service-desk/index.html). If you do not see the courses in the “View My Plan” folder, please contact Lyanh Luu in EHS (lyanh.luu@csueastbay.edu).

<table>
<thead>
<tr>
<th>Courses:</th>
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<tbody>
<tr>
<td>- Emergency Response</td>
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<tr>
<td>- Injury and Illness Prevention Program (IIPP)</td>
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<tr>
<td>- Ergonomics (office employee only)</td>
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<tr>
<td>- Workplace Violence</td>
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## Other Training

**Sexual Harassment (for managers):**

Required training for all California State University employees who supervise staff or students. You will receive an e-mail with login information. If you have any questions, contact Jill Millican at 510-885-4227 or Ann Marie Rivas at 510-885-7668.

## Must be completed before operating any vehicle for University's businesses, including carts

- Submit “Authorization to Release Driver Record” form to Dominique Carter (SA 4700). If you have any questions, please contact Risk Management at 510-885-3833.

- Defensive Driving Training can be completed on SkillPort: [https://ds.calstate.edu/?svc=skillsoft](https://ds.calstate.edu/?svc=skillsoft). After logging in, click on “View My Plan” and then “Launch” to view course. 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 titles: “Defensive Driving Fundamentals” (course ID: esh_sah_b21_sh_enus). You can also search for the course using the course ID.

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All new employees at Cal State University, East Bay are required to complete **mandatory** New Employee Safety Training within 30 days of employment. New employees include all Staff, Faculty, Student Assistant and Temporary Employee. Should you have any questions regarding the new employee safety orientation or accessing the website, please contact Environmental Health & Safety at extension 5-4139.

Employee’s Name ___________________________ NetID ___________________________

Supervisor’s Signature ___________________________

Department ___________________________

Please complete the training as soon as possible. Return the completed form to EHS (SA 4700).