



San Joaquin County Employee New Employee Checklist

Name:

Department:

Position:

Welcome to San Joaquin County. The Human Resources wishes you success in your new position and your career with the County. As a new employee, you are required to attend certain trainings. The following checklist is designed to assist you in that process.

To register for these and other courses, contact your Supervisor or Department Training Processor.

NEW EMPLOYEE INFORMATION SESSIONS (Must be completed on day 1 of employment)

Date Completed

<input type="text"/>	HR0001 New Employee Benefits Enrollment
<input type="text"/>	HR0047 New Employee Orientation Course

MANDATORY TRAINING FOR GENERAL EMPLOYEES

Date Completed

<input type="text"/>	HR0151 Discrimination and Harassment Awareness & Prevention (<i>renew every two years</i>)
<input type="text"/>	HR0130 Diversity, Respect & Inclusion (<i>renew every five years</i>)
<input type="text"/>	HR0141 Emergency Preparedness (<i>one time</i>)
<input type="text"/>	HR0176 Experienced Driver 4 (<i>for employees who operate a county or personal vehicle for county business purposes</i>)
<input type="text"/>	HR0117 Workplace Violence Prevention & Recognition (<i>renew every five years</i>)

MANDATORY TRAINING FOR MANAGERS/SUPERVISORS

Date Completed

<input type="text"/>	HR0130 Diversity, Respect & Inclusion (<i>renew every five years</i>)
<input type="text"/>	HR0070 EEO: Discrimination & Harassment – Laws & Prevention (<i>one time</i>) (part of the HRLA series)
<input type="text"/>	HR0141 Emergency Preparedness (<i>one time</i>)
<input type="text"/>	HR0176 Experienced Driver 4 (<i>For employees who operate a county or personal vehicle for business purposes</i>)
<input type="text"/>	HR0119 Workplace Violence Prevention & Recognition for Managers (<i>renew every three years</i>)
<input type="text"/>	HR0066 Sexual Harassment Prevention Refresher – Manager/Supervisor (<i>renew every two years</i>)

(HRLA) Human Resources Leadership Academy (Complete within 12 months from date-of-hire) (one time)

Date Completed

<input type="text"/>	HR0100 Civil Service Rules
<input type="text"/>	HR0008 Communication & Conflict Management
<input type="text"/>	HR0027 Hiring & Interview Skills
<input type="text"/>	HR0029 Introduction to Progressive Discipline
<input type="text"/>	HR0101 Leave Administration
<input type="text"/>	HR0052 Risk Management for Managers
<input type="text"/>	HR0030 Role of the Leader
<input type="text"/>	HR0057 SJC Performance Evaluations

For more information regarding training opportunities at San Joaquin County, please visit our website at <http://www.sjcengage.com>