



San Joaquin County 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 (Complete within 30 days from date-of-hire)

Date Completed

- HR0001 New Employee Benefits Enrollment
- HR0047 New Employee Orientation Course
- HR0729 COVID-19
- HR0721 Cyber Security
- HR0750 Public Service Ethics

MANDATORY TRAINING FOR GENERAL EMPLOYEES (Complete within 180 days from date-of-hire)

Date Completed

- HR0151 Discrimination and Harassment Awareness & Prevention (*renew every two years*)
- HR0130 Diversity, Respect & Inclusion (*renew every five years*)
- HR0141 Emergency Preparedness (*one time*)
- HR0176 Experienced Driver 4 (*for employees who operate a county or personal vehicle for county business purposes*)
- HR0117 Workplace Violence Prevention & Recognition (*renew every five years*)

MANDATORY TRAINING FOR MANAGERS/SUPERVISORS (Complete within 180 days from date-of-hire)

Date Completed

- HR0130 Diversity, Respect & Inclusion (*renew every five years*)
- HR0070 EEO: Discrimination & Harassment – Laws & Prevention (*renew every 2 years*, part of HRLA)
- HR0141 Emergency Preparedness (*one time*)
- HR0176 Experienced Driver 4 (*For employees who operate a county or personal vehicle for business purposes*)
- HR0119 Workplace Violence Prevention & Recognition for Managers (*renew every three years*)

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

Date Completed

- HR0100 Civil Service Rules
- HR0008 Communication & Conflict Management
- HR0027 Hiring & Interview Skills
- HR0029 Introduction to Progressive Discipline
- HR0030 Introduction to Role of the Leader
- HR0101 Leave Administration
- HR0815 Payroll, PeopleSoft & FLSA
- HR0052 Risk Management for Managers
- HR0057 SJC Performance Evaluations
- HR0814 Understanding the Internal Structure
- HR0780 Union Relations for Managers

For more information regarding training opportunities at San Joaquin County,
please visit our website at SJCENGAGE.com

