Cecil County Health Department Special Population Onboarding Checklist



Name	Start Date:		Division	Director
Title	Room:		Supervisor:	Supervisor
CCHD Email Address	Extension:		Mentor:	Mentor
Type (Merit, SP, TE)			Facilitator:	Management Associate
Day 1: Date, Time, Place	W#:		Toolkit to be shared with:	Dir, Sup, Mgmt Assoc, Paula, IT, Jen
Day 2: Date, Time, Place	Owner	Complete	d by: initials / date	Notes
Selection				
Schedule appointment for fingerprinting and fill out new hire paperwork	HR			
Requested new employee system access	Director			
Two Weeks Prior/Papers signed with Carmen				
Assign responsibility for Onboarding in the division.	Supervisor			
Set up workstation	Supervisor			
Copy of current license(s)	Name			If applicable
First Day				
Welcome to CCHD and Public Health	Management Associate			
Who is Cecil County?	Management Associate			
Introduction to Senior Staff and the Divisions	Management Associate			
Introduction to the Strategic Plan	Management Associate			
Explanation of Probationary Period	Management Associate			
Explanation of Performance Evaulation Process (PEP)	Management Associate			
Compensation, Benefits, and Time Away	Management Associate			
Emergency Preparedness	Management Associate			
Introduction to CCHD Policies	Management Associate			
Employee Health	Management Associate			
HIPAA and Information Technology	Management Associate			
Committee listing	Management Associate			
Tour CCHD	Management Associate			
Hazardous waste kits	Supervisor			
Job-specific materials and training	Supervisor			

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Division tour - supply closet, copiers/fax, bathrooms, fire exits, hazardous waste kits, kitchen, panic button, shredders, extra recycling bin, garbage schedule,	Supervisor	
Division contact: calling out, tardy	Supervisor	
Timesheets: loading, tutorial, due dates and process; leave requests	Supervisor	
Encryption procedures	Supervisor	
Introduction to CHS Clinic: Employee Health Folder	Management Associate	
Emergency Preparedness and Call Down Drills	Management Associate	
Add to the call down list; share and review call down drills	Supervisor	
Sensitivity	Management Associate	
Obtain ID Badge	Management Associate	
Add to ADRC Staff and team email groups	Supervisor	
Essential Staff Designation Form/Inclement Weather procedures	Supervisor	
Register for DHMH Health Alert Network	Name	Refer to the link on the Resources tab
Second day		
Google Tutorial	Management Associate	
BBS	Management Associate	
DHMH online tools: POSC, Workday, HUB	Management Associate	
Training: FEMA, Training Guide, HUB, mandatory training, out service training requests	Management Associate	
Quality Improvement	Management Associate	
QI Toolbox	Management Associate	
Accreditation	Management Associate	
State Vehicle Program	Management Associate	
Confirm access to the HUB and Workday	Management Associate	Note: reschedule depending on availability of W#
First week		
Google set up: signature including customer satisfaction survey link, calendar specifications, share with division, etc.	Name	Please refer to the How Do I tab for additional information re: survey link
Navigate phone and voice mail	Name	IIIIN
Schedule key tasks on calendar with division staff	Supervisor	
Time Study Log		
Acronyms and meanings	Supervisor Name	
Emergency Preparedness Welcome Packet		
Emergency Preparedness welcome Packet	Name	

Initial TB Skin Test (PPD) and return employee health folder Performance Management Introduction Supervisor Populate Google Calendar - general dates Mentor Populate Google Calendar - program dates Supervisor Reiterate paycheck timetable Supervisor Reiterate Friday night building closure at 5pm Supervisor Reiterate Friday night building closure at 5pm Supervisor Reiterate building evaucation/shelter in place plan Supervisor Reiterate building evaucation/shelter in place plan Supervisor Reiterate building evaucation/shelter in place plan Supervisor Reiterate priday heat supervisor Reiterate priday building evaucation/shelter in place plan Supervisor Reiterate priday building evaucation/shelter in place plan Supervisor Reiterate priday building evaucation/shelter in place plan Supervisor Reiterate paycheck timetable Reiterate priday building evaucation/shelter in place plan Supervisor Reiterate priday building evaucation/shelter in place plan Supervisor Reiterate paycheck timetable Reiterate plan Supervisor Reiterate plan		1	
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	Mandatory DHMH Training: New Employee Corporate Compliance, Drug Testing Policy, Limited English Language Program, Domestic Violence, Driver Improvement	Name	
FEMA Training (IS-100, 200, 700 and 703) Refer to Resources link	FEMA Training (IS-100, 200, 700 and 703)	Name	Refer to Resources link
REVISED DATE: 11/15/16	REVISED DATE: 11/15/16		