

# Cecil County Health Department Special Population Onboarding Checklist



<b>Name</b>	<b>Start Date:</b>		<b>Division</b>	<i>Director</i>
<b>Title</b>	<b>Room:</b>		<b>Supervisor:</b>	<i>Supervisor</i>
<b>CCHD Email Address</b>	<b>Extension:</b>		<b>Mentor:</b>	<i>Mentor</i>
<b>Type (Merit, SP, TE)</b>			<b>Facilitator:</b>	<i>Management Associate</i>
<b>Day 1: Date, Time, Place</b>	<b>W#:</b>		<b>Toolkit to be shared with:</b>	<i>Dir, Sup, Mgmt Assoc, Paula, IT, Jen</i>
<b>Day 2: Date, Time, Place</b>	<b>Owner</b>	<b>Completed by: initials / date</b>		<b>Notes</b>
<b>Selection</b>				
Schedule appointment for fingerprinting and fill out new hire paperwork	HR			
Requested new employee system access	Director			
<b>Two Weeks Prior/Papers signed with Carmen</b>				
Assign responsibility for Onboarding in the division.	Supervisor			
Set up workstation	Supervisor			
Copy of current license(s)	Name			If applicable
<b>First Day</b>				
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 Evaluation 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			

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
<b>Second day</b>				
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#
<b>First week</b>				
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			
Schedule key tasks on calendar with division staff	Supervisor			
Time Study Log	Supervisor			
Acronyms and meanings	Name			
Emergency Preparedness Welcome Packet	Name			

Desktop Navigation: drives, favorites, HD tickets, BBS, etc	Supervisor			
Initial TB Skin Test (PPD) and return employee health folder	Name			
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 building evacuation/shelter in place plan	Supervisor			
Emergency Preparedness confirm HAN set up	Paula Ball			
<b>Two weeks</b>				
Second step TB Skin Test (PPD)	Name			2 weeks after first PPD
Language Line	Supervisor			
Cross-division Tour	Management Associate			Employee will be contacted by the assigned guide.
Performance Evaluation: MS-22, touch base plan, probationary period.	Supervisor			
Performance Management Tracking	Supervisor			
Touch Base Meeting with Supervisor - update checklist status; address problems; (prompt dialogue)	Supervisor			
Submit request for online security training access via Security Mentor	Name			Send email request for access to online training to dhmh. securitymentortraining@maryland.gov.
<b>Within 30 Days</b>				
Mandatory DHMH Training: New Employee Corporate Compliance, Drug Testing Policy, Limited English Language Program, Domestic Violence, Driver Improvement	Name			Please refer to the How Do I tab for additional explanation in getting access to a state vehicle.
FEMA Training (IS-100, 200, 700 and 703)	Name			Refer to Resources link
REVISED DATE: 11/15/16				