

# Post Hire

Direct Supervisor

Human Resources

IT

Preparedness

Fiscal Officer

Intro to work area  
 How to complete Time Sheet Codes, Dept, etc  
 Work Hours Specific  
 Proper Attire Dept Specific  
 Use of dept vehicle  
 Assign Mailbox  
 Dept Call-off Procedure  
 Telephone Listing

Keep account  
 Work Hours Consent  
 Discuss Dept + class  
 Work Attire - jeans Friday  
 Sun/Out  
 Photos Training  
 Parking 6 space  
 Delatol Emergency - who to call  
 Probationary Period  
 Request Position Description  
 Target Police Flag

Exposure Control Plan  
 ? same as BOP?  
 BBP  
 OSHA?  
 HIPAA  
 TB test  
 Hep B

Preparedness  
 - Safety Team  
 - Hazard  
 - Triage  
 - Safety Handout  
 - ILS  
 - AHA?  
 Epi Investigation  
 ? delete

Create timesheet + give to Supervisor  
 Forward Information to Auditor  
 Colonial Life  
 Access #  
 Access key type  
 HDIS

Don't  
 Badge made + picture

Pillars - orientation (not sure) usually

Online

Nancy  
 Set up Employee dental

General Staff  
 Intro to Workroom

Self-Study  
 Personnel Policy Manual (expanded)  
 County Policy Manual

Forum  
 In-Out Board