

New Staff Orientation Tracking

Name: _____ Position: _____

Start Date: _____ 90-Day Date: _____

Content Training Areas	Started/NA	Completed	Date
90-Day Training Requirements			
Emergency Operations/COOP Plan			
Active Supervision with videos			
Asthma/ Medication Administration Video Training			
USDA CACFP On-Line Training			
USDA Civil Rights Training			
Program Information			
General Orientation			
Fiscal Management and Information			
ERSEA			
Family Services			
Disabilities			
Education			
Health			
Nutrition			
Social Emotional			

When Orientation is complete print a copy for the employee to sign and send to HR. Update HR Spreadsheet as complete.

	Started	Completed	Date
30-60 Day Evaluation			