

ARKANSAS DEPARTMENT OF HEALTH
NEW EMPLOYEE ORIENTATION CHECKLIST

Note: Instructions are provided for Section 3 during the NEO Session

SECTION 1. New Employee Information.

Name	Personnel Number	Hire Date	Center/Branch or Region	Section or County

SECTION 2. The supervisor reviews this administrative section with the employee their first week of employment and no later Than 30 days of employment. Space is provided to include additional topics.

Supv.	Emp.	Date	Topic	Supv.	Emp.	Date	Topic
			Organization Chart/Strategic Plan				Conduct Standards
			Performance Standards				Ethics and Anti-Fraud Policy
			Emergency Procedures				E-mail, Computer and IT Policies
			Workplace Safety				Preparedness Role/Training
			Building Facilities/Parking				Center/Branch/Section Orientation
			Issuance of Equipment/Keys				Other Job Specific Orient/Training:
			Telephone/Copy/Fax Machine				HR-1158 Functional Job. Description
			Travel/State Vehicle Usage				
			Chain of Command				
			Tobacco/Smoking Policy				

SECTION 3. This section is completed as training is completed. TRAIN Course ID numbers are listed in parentheses.

Complete ✓	Date	Topic	Complete ✓	Date	Topic
Complete within two weeks of employment.			Complete within two weeks of employment		
		Create TRAIN Account (train.org) Orientation ADH & PH* (1102885)			HIPAA Privacy and Security (1009552)
					Americans with Disabilities Act (1019183)
		Cybersecurity & Awareness (1074637)	Complete within one month of employment		
		FOIA and HIPAA* (1069498)			Policies and Procedures (Intranet)
		Customer Service* (1065034)			
		Cultural Awareness* (1067054)			Strategic Plan Initiatives (Intranet)
		Teamwork Insight Inventory* (1067070)	Complete online within 3-6 months of employment.		
Review online within one month of employment.					Orientation to Public Health (1000614)
		CATMAN for All (1014702)			IS-700 NIMS (1078831)
		CATMAN for Regions 1014703)			IS-100.B. Introduction ICS (1078825)
		Sexual Harassment (1012737)	Attend within first year of employment.		
		Dispute Resolution (1051989)			Grand Rounds (one session minimum)
		Equal Employment Opportunity (1012738)			
		Road to ADH Travel (1034294)			

SECTION 4. This section is completed at the end of the employee's six month probationary period.

Comments:			
Employee Signature	Date	Supervisor Signature	Date

SECTION 5. This section is completed at the end of the 12 month orientation period.

Comments:			
Employee Signature	Date	Supervisor Signature	Date

The supervisor provides a copy of the completed HR-30 to the employee. Submit original to HR Classification & Compensation.