



## Non-Lab Employee Training Checklist

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**Last Name** **First Name** **M.I.**

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**University of Alaska ID Number**

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**Museum Department**

### **Complete the following training modules:**

<b>Training Module</b>	<b>Date Completed</b>	<b>Training Module</b>	<b>Date Completed</b>
New Employee Onboarding and Benefits Orientation*		FERPA Training^	
Employee Safety Orientation		Office Safety	
Slips, Trips, and Falls		Title IX/Sexual Misconduct	
Protection of Minors – Awareness		Protection of Minors - Policy and Reporting Procedure	
Hazard Communication Training for Office Workers		Museum Emergency Action Plan	

\*This training is only required for those employees that will receive employee benefits.

^This training is only required for employees. Volunteers are not required to take this training.

The above trainings can be found here: [www.uaf.edu/museum/staff-information/training/uaf-required-training](http://www.uaf.edu/museum/staff-information/training/uaf-required-training)

### **Task Specific Training**

Your Supervisor and/or Operations Manager may assign task specific trainings as needed. Listed below are some task specific trainings you may be required to complete.

<b>Training Module</b>	<b>Date Completed</b>	<b>Training Module</b>	<b>Date Completed</b>
Ladder Safety		Knife Safety	
Hot Glue Gun Safety			

The above trainings can be found here: [www.uaf.edu/museum/staff-information/training/task-specific-training](http://www.uaf.edu/museum/staff-information/training/task-specific-training)

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**Signature**

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**Date**

Please forward all training completion emails and/or computer screenshots showing training completion to [ua-museum-operations@alaska.edu](mailto:ua-museum-operations@alaska.edu) for verification.

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**Department Head Signature**

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**Date**