

UAF New Employee Training Checklist

Employee: Hire Date: Supervisor:

Within 10 Days of Hire

[Safety Trainings](http://uaf.edu/training/core/)

Employee Safety Orientation Hazard Communication GHS Office Safety

Slips, Trips and Falls

Emergency Action Plans (DEAP & UAF EAP)

[Workplace Bullying Awareness \*](http://www.uaf.edu/training/core/#Bullying)

Completion Date:

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Within 30 Days of Hire

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[New Employee Orientation](http://www.uaf.edu/uafhr/onboarding/)

[Title IX/Sexual Misconduct (yearly)](http://www.uaf.edu/training/core/#Title%20IX)  [Protection of Minors](http://www.uaf.edu/training/core/#Minors)

Within 1 Year of Supervisory Appointment via Blackboard

[Supervisor Training - Supervising for Success \*](http://www.uaf.edu/training/core/#Supervisor)

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Module 1: Setting the Stage Module 2: Effective Hiring Module 3: Managing Employees

***\* Required for supervisors in addition to other trainings***

Other (supervisor discretion or job dependent)

[FERPA Training (within 30 days of hire and yearly)](https://ferpa.community.uaf.edu/)

Required for positions accessing student records

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[Lab Safety (prior to working in lab)](http://www.uaf.edu/safety/training/required-lab-worker-train/)