

Department Orientation

TRAINING CHECKLIST

Team Member Name

Employee ID Number

Phone Number

Work Location

Leader

Trainer

Instructions: After completing a training task, place a ✓ in the box. Initial each section after all the boxes have been marked.

Confirm Training

Initial

Orientation
Stay Real*
Assisting Guests with Disabilities*
**Resort Ops Only*

OKTA Tools

Initial

UKG Pro
Orange at Heart
Kronos
Perkspot
MyAcademy
HCV Insite
Policy Portal

Location Tour

Initial

Personal Belonging Storage Area
Employee Restrooms
Break Area
Smoking Area
Vending / Lunch Options
Time Clock Location & Operation
Introduction to Team & Leaders
Information Boards
Schedule Location
Employee Parking

Communication

Initial

Goals And Expectations
Dept. Goals and Metrics
Dept. Organization Chart
Dept. Contact Information
Dept. Meetings / Pre-shifts
Dept. Recognition
Attendance Policy
Scheduling / Time off Requests
Dress Standards

Safety Tour

Initial

First Aid Kit
AED Device
Evacuation Location
Emergency Action Plan
Portable Fire Extinguishers
Safety Data Sheet Location

Safety & Security

Initial

See Something / Say Something
Slips, Trips, and Falls
Lost Children / Lost and Found
Incident Reporting
Addressing Safety Concerns