

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.

Communication

Initial

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

Confirm Training

Initial

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

Safety Tour

Initial

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

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

Safety & Security

Initial

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

OKTA Tools

Initial

UKG Pro
Orange at Heart
Perkspot
MyAcademy
HCV Insite
Policy Portal