NEW HIRE CHECK-OFF SHEET

	Initials **Employee/New Hire**
HR Paperwork, see Barry Eastep	_____/_____
Schedule Background Check (Fieldprint Link, website)	_____/_____
Obtain initial DMV driving record (complete form, website) to Mike Riddle	_____/_____
SAP/SOG…Sign off sheet, website, to Jeremy Wampler	_____/_____
Copies of all certifications, email to Jeremy Wampler	_____/_____
Uniforms, complete uniform request from website	_____/_____
Door access card, see Mike Riddle	_____/_____
Mandated Reporting Course (adult/child), website, to Jeremy Wampler	_____/_____
Infection Control Course, see Jeremy	_____/_____
New Hire EMS Release Packet, see Jeremy Wampler	_____/_____
Fire Apparatus Release Packets, if applicable, see Jeremy Wampler	_____/_____
Final release, see Jeremy Wampler	_____/_____

ESO log-in information, see Mike Riddle   _____ Password_____

Aladtec log-in information, See Jeremy   _____ Password_____

Verbalize the following:

- Attendance/Tardiness Policy (refer to SAP's & SOG's)   _____/_____

- If absent or tardy, who to call,

   make sure employee has correct phone numbers   _____/_____

- Explain Staff Meeting and requirements (refer to SAP's & SOG's)   _____/_____
- Explain about checking email and when (refer to SAP's & SOG's)   _____/_____
- Chain of Command (refer to SAP's & SOG's)   _____/_____
- Uniform code (refer to SAP's & SOG's)   _____/_____
- Shift Trades…how many/proper paperwork (refer to SAP's & SOG's)   _____/_____
- Vacation……..when to submit/proper paperwork…to Barry Eastep

   (refer to SAP's & SOG's)   _____/_____
- Monthly "OT/Vacation/Sick", submit through Aladtec   _____/_____
- Daily Checklist for vehicles   _____/_____
- Supply List/Request (when stocking the truck)   _____/_____

Signed: Date:

_____   _____

Printed Name:

_____

Once completed and filled out, please return to Jeremy Wampler to be placed in employee file