

New Employee Training Checklist



Welcome to the Metropolitan Library System (MLS)!

Please use this checklist to help you meet your training requirements as a new employee.

Required for All Staff

Course/Activity	Access Through	Deadline from Hire	Date Complete
<input type="checkbox"/> Bloodborne Pathogens (BBP) (REQ) (20m)	MetroU	Before Starting Duties	
<input type="checkbox"/> Hazardous Communication (REQ) (20m)	MetroU	Before Starting Duties	
<input type="checkbox"/> COVID-19 – Safe Workplace Practices (REQ) (40m)	MetroU	Before Starting Duties	
<input type="checkbox"/> Personal Protective Equipment (PPE): Fundamentals (REQ) (10m)	MetroU	Before Starting Duties	
<input type="checkbox"/> Personal Protective Equipment (PPE): Hand Protection (REQ) (10m)	MetroU	Before Starting Duties	
<input type="checkbox"/> Paycom Documentation <ul style="list-style-type: none"> • Complete New Hire Checklist – 30(m) • Complete Performance Development Checklist – 30(m) • Complete Mandatory PPE Statement – 5(m) 	Paycom	2 weeks	
<input type="checkbox"/> Cybersecurity Compliance (REQ) –All Staff (30m)	MetroU	4 weeks	
<input type="checkbox"/> Guest Experiences 1.0 (REQ) (25m)	MetroU	4 weeks	
<input type="checkbox"/> CodeAdam Training (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> Discrimination and Harassment Prevention in the Workplace (REQ) <ul style="list-style-type: none"> • Non-Supervisor (30m) or Supervisor (65m) 	MetroU	4 weeks	
<input type="checkbox"/> Situational Awareness Training (REQ) <ul style="list-style-type: none"> • Situational Awareness Video (8m) • Situational Awareness Manager Checklist- complete with a Manager at your location, then upload to MetroU. 	MetroU	4 weeks	
<input type="checkbox"/> Americans with Disabilities Act (REQ) <ul style="list-style-type: none"> • Non-Supervisor (30m) or Supervisor (30m) 	MetroU	4 weeks	
<input type="checkbox"/> FMLA: Leave Rights and Responsibilities (REQ) <ul style="list-style-type: none"> • Non-Supervisor (12m) or Supervisor (18m) 	MetroU	6 weeks	
<input type="checkbox"/> Employee Safety Orientation (REQ) (23m)	MetroU	6 weeks	
<input type="checkbox"/> Wellness Works (REQ) (20m)	MetroU	6 weeks	
<input type="checkbox"/> Safe Place (REQ) (15m)	MetroU	8 weeks	
<input type="checkbox"/> Current Monthly Compliance Training (REQ)	MetroU	End of Month	
<input type="checkbox"/> Current Quarterly Safety Training (REQ)	MetroU	End of Quarter	

(Rev_3_2024)

New Employee Training Checklist (Supervisors Only) (cont'd)



Additional Requirements for New Supervisors

Course/Activity	Access Through	Deadline from Hire	Date Completed
<input type="checkbox"/> Paycom Supervisor Training - ILT (REQ) Instructor Led Training	HUM	2 weeks	
<input type="checkbox"/> Introduction to Federal Employment Law: Supervisors (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> Wage and Hour Rights and Responsibilities: Supervisor (REQ) (30m)	MetroU	4 weeks	
<input type="checkbox"/> Importance of Employment Documentation (REQ) (20m)	MetroU	8 weeks	
<input type="checkbox"/> Learning Path: Becoming a Manager (REQ) (4h) <ul style="list-style-type: none"> Supervisors whose job description calls for at least two years managerial experience. 	MetroU	13 weeks	