

HR New Employee Training

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirements	Initial
Office Tour:	
Show employee location of C-train and where items are located	
Show employee location of office supplies	
Show employee locations of office printers and names	
Show employee locations of departments within Headquarters	
Show employee around office (Kitchen, restrooms, meeting rooms)	
Train employee on how to use keycard and time their card will work	
Laptop Training:	
Ensure all applications are downloaded	
Train employee to navigate Outlook (Calendar Invites, Resending Emails, Delayed Delivery, etc.)	
Train employee to navigate the MyMGE Portal	
Train employee to navigate KeyStyle	
Train employee to navigate Sharepoint	
Train employee to navigate Teams	
Train employee to navigate File Explorer/HRConfidential Folders	
Train employee to navigate ViewPoint & pull basic reports	
Train employee to navigate JazzHR	
Train employee to navigate FortiClient	
Train employee to navigate DISA (Background checks & E-Verify)	
Train employee to navigate EFax (HR secure faxes)	
Onboarding Training:	
Train employee on how to complete Union & Non-Union onboarding with the New Hire Checklist	
Location Training:	
Provide employee a list of all MGE locations/yard with addresses	
Phone Training:	
Train employee on how to look up contacts through the global address book	
Credit Card Training:	
Train employee on how to access Bank of America account for their company credit card	
Train employee on submitting receipts to AP	
MGE Policy Training:	
Show the employee where MGE policies are located (MyMGE & HRConfidential)	
Performance Review Training:	
Show employee the employee review form	
Show employee the 90-day review form	
Train employee on review process (employee review & 90-day review)	
HR Meeting Training:	
Train employee to complete HR Meeting Agenda	
General HR Training:	
Train employee on general department duties	
Train employee on department reporting structures and duties	