

Safety (Office) 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Completed General Office & Customer service etiquette	
Provide training modules for etiquette via phone and email conversations (i.e., professionalism, response times and updates)	
Completed Feedback Form	
Provide employee with feedback form for completion	
HCSS	
Train employee on the Safety module location and use	
ISN	
Train employee on the function and purpose of ISN	
Train employee on the ISN PG&E grade and requirements	
Train employee on location and ability to complete trainings	
Points of Contact	
Train employee on the internal points of contacts for each department/field personnel	
Train employee on the location and requirements for contacting PG&E	
Train employee the location and requirements for contacting OnSite	
Damage Claims	
Train employee on the process of receiving claims	
Train the employee on the process of researching claims	
Train employee on the life scope of the claim	
Train employee on the types of claims	
Train employee on the process of closing a claim	
Claim Example #1:	
Claim Example #2:	
Weekly STAT report	
Employee to shadow mentor on weekly stat report process	
Haz Chemicals	
Train employee on the location of hazardous material list	
Train employee on the location of SDS's	
Example #1:	
Example #2:	
Example #3:	

Inspections	
Train employee on the documentation and expectations for office inspections	
Complete ThinkHR trainings	
Training:	
Training:	
Training:	
Ability to navigate Excel	
Train employee on basic data collection functions and reports in excel	
Ability to utilize Keystyle	
Train employee on how to enter and submit daily/weekly timecard	
Train employee on how to submit time off request	
Ability to locate resources in the MGE Portal	
Train employee on how to access and navigate the MGE portal	
Train employee on how to locate and save documents and forms	
Train employee on how to locate safety portal	
Train employee on location of policies.	
Policy Reviewed:	
Policy Reviewed:	
Policy Reviewed:	
Ability to locate resources in the One drive.	
Train employee on how to locate the One drive and what information can be found	
Ability to locate resources in SharePoint.	
Train employee on SharePoint and how to locate and store information	
Ability to navigate and locate resources in Teams	
Train employee on how to create and join calendar events in Teams	
Train employee on how to create a chat and video call in Teams	
Train employee on how to store and locate documents in Teams	
Ability to navigate Outlook	
Train employee how to locate personnel through Outlook	
Train employee on creating signature in Outlook	
Train employee on creating inbox folders and rules in Outlook	
Train employee on creating calendar events in Outlook	
Train employee on archiving and email management	
Ability to submit a receipt	
Train employee on the process of submitting receipts to AP.	
Ability to complete Weekly Safety Meetings	
Train employee on how to locate and complete weekly safety meetings and the requirement to complete them	
Ability to Update Employee information (I.E. Address, phone number etc.)	
Train employee on how to update employee information	
Ability to request resources (Keyboards, monitors, etc.)	
Train employee on how to request asset resources.	

Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	