

Checklist When An Employee Resigns Pilch Full Version

Checklist When an Employee Resigns PILCH

When an employee resigns, it triggers a series of essential actions that organizations must undertake to ensure a smooth transition. Properly managing this process not only maintains operational continuity but also upholds the company's professionalism and employee relations. A comprehensive checklist when an employee resigns PILCH (Position, Information, Leave, Compensation, and Hiring) provides a structured approach to handling resignation procedures efficiently. This article outlines key steps and considerations to manage resignations effectively, ensuring nothing is overlooked.

Understanding the Importance of a Resignation Checklist

A well-structured resignation checklist helps HR teams and managers navigate the complex process of employee departure. It minimizes risks such as legal issues, data security breaches, and operational disruptions. Implementing a standardized checklist ensures consistency across all resignations, fostering a professional work environment and positive employer-employee relationships.

Pre-Resignation Preparation

Before an employee formally submits their resignation, organizations should prepare to handle the process smoothly. This involves understanding the reasons behind resignation, reviewing policies, and setting internal protocols.

1. Review Company Resignation Policies

- Confirm the notice period required (e.g., two weeks, one month).
- Check for specific exit procedures outlined in employee handbooks.
- Understand contractual obligations, including non-compete or confidentiality clauses.

2. Prepare HR and Management Teams

- Assign responsible personnel for managing the resignation process.

- Schedule a meeting with the employee to discuss resignation details.
- Gather necessary documentation and templates for resignation acknowledgment.

3. Notify Relevant Departments

- Inform IT, payroll, security, and facilities teams about potential upcoming departure.
- Prepare to coordinate the transition with team members.

Employee Resignation Notification and Acknowledgment

Once an employee submits their resignation, the following steps should be taken promptly:

1. Receive and Document the Resignation Letter

- Collect a formal resignation letter, either written or email.
- Record date of resignation and last working day.
- Acknowledge receipt with a formal response.

2. Conduct Exit Interview

- Understand reasons for departure.
- Gather feedback to improve organizational practices.
- Clarify next steps and transition plans.

3. Confirm Resignation Details

- Verify notice period and final working date.
- Discuss any outstanding obligations or commitments.

Transition Planning and Knowledge Transfer

Ensuring a seamless transition reduces disruption and retains organizational knowledge.

1. Assign Transition Responsibilities

- Identify team members to take over duties.

- Create a handover plan detailing ongoing projects and responsibilities.

2. Facilitate Knowledge Transfer

- Schedule sessions for the departing employee to train successors.
- Document processes, contacts, and key information.

3. Update Organizational Charts

- Reflect employee departure in organizational documentation.
- Communicate changes to relevant teams.

Administrative and Legal Procedures

Proper documentation and legal compliance are critical during resignation processes.

1. Finalize Compensation and Benefits

- Calculate final paycheck, including unused leave and accrued benefits.
- Address any outstanding loans or advances.
- Confirm continuation or termination of benefits (e.g., health insurance).

2. Retrieve Company Assets

- Collect ID badges, access cards, laptops, mobile devices, and other equipment.
- Ensure removal of employee access to company systems and facilities.

3. Update Security and Access Controls

- Disable email accounts and system logins.
- Change passwords or revoke access to sensitive data.

4. Address Legal and Compliance Requirements

- Ensure compliance with local labor laws regarding resignation notices.

- Prepare termination or resignation documentation for record-keeping.

Post-Resignation Activities

After the employee departs, follow-up actions help close the process professionally.

1. Conduct Exit Interview (If Not Done Previously)

- Gather insights on organizational improvement.
- Confirm resignation details and final arrangements.

2. Update HR and Payroll Records

- Remove employee from payroll.
- Archive employment files in accordance with legal retention periods.

3. Communicate with the Team

- Announce departure in a professional manner.
- Reassign responsibilities as needed.

4. Evaluate and Improve Processes

- Review the resignation process for efficiency.
- Incorporate feedback for future improvements.

Special Considerations in the PILCH Framework

The PILCH framework emphasizes critical areas when managing resignations: Position, Information, Leave, Compensation, and Hiring.

1. Position

- Determine if the role needs to be filled immediately or temporarily covered.
- Assess the workload redistribution and potential internal promotions.

2. Information

- Secure sensitive data and intellectual property.
- Ensure knowledge transfer protocols are followed.

3. Leave

- Verify accrued leave balances and process payouts if applicable.
- Clarify the status of pending leave requests.

4. Compensation

- Calculate final payments, including bonuses or commissions.
- Address deductions or repayment of advances.

5. Hiring

- Initiate recruitment for the vacated position.
- Update job descriptions and advertising strategies as needed.

Tips for a Smooth Resignation Process

To ensure the process remains professional and efficient, consider the following tips:

- **Maintain Clear Communication:** Keep open lines of communication with the departing employee.
- **Document Everything:** Record all steps taken during the resignation process.
- **Be Respectful and Supportive:** Handle resignations with empathy to foster goodwill.
- **Plan Ahead:** Anticipate the impact on team dynamics and workflow.
- **Ensure Confidentiality:** Protect sensitive information throughout the process.

Conclusion

Managing employee resignations effectively requires a detailed and systematic approach. A comprehensive checklist when an employee resigns PILCH ensures all critical aspects ranging from position management to legal compliance are addressed thoroughly. By following these structured steps, organizations can minimize disruptions, uphold professionalism, and maintain positive

relations with departing employees. Implementing such a checklist as part of standard HR procedures enhances organizational resilience and supports continuous improvement in employee management practices.

Checklist When an Employee Resigns Pilch: A Comprehensive Guide for HR and Managers

When an employee resigns, it triggers a series of critical steps that ensure a smooth transition for both the departing individual and the organization. Having a well-structured checklist when an employee resigns pilch is essential for HR professionals and managers to manage the resignation process efficiently, uphold legal and organizational standards, and maintain a positive company reputation. Proper planning and execution minimize disruptions, protect sensitive information, and foster respectful exit procedures.

In this comprehensive guide, we'll explore the essential components of an effective resignation checklist, detailing the steps to take from the moment an employee announces their departure to final offboarding. Whether you're new to HR or a seasoned manager, understanding this process helps streamline resignations and ensures compliance with best practices.

Understanding the Importance of a Resignation Checklist

A checklist when an employee resigns pilch functions as a roadmap, guiding organizations through each phase of employee departure. It ensures no critical steps are overlooked, reducing risks such as legal liabilities, data breaches, or workplace tensions. Additionally, a structured approach promotes a positive experience for the departing employee, leaving the door open for future collaboration or referrals.

Step 1: Receive and Confirm the Resignation

- Acknowledge Receipt of Resignation
- Formal Acceptance: When an employee submits their resignation letter or email, promptly acknowledge receipt.
- Clarify Details: Confirm the last working day, reason for leaving (if shared), and any transitional arrangements.
- Document the Resignation

- Keep a record of the resignation letter or email.
- Note the resignation date and effective last day of work.
- Record any discussions related to the resignation.

Step 2: Communicate Internally

- Notify Relevant Departments
- Management: Inform the employee's direct supervisor and relevant leadership.
- HR Department: Initiate the offboarding process.
- IT and Security Teams: Prepare for access revocations.
- Announce the Departure (Optional)
- Decide on how and when to communicate the resignation to the broader team, maintaining professionalism and confidentiality.

Step 3: Plan the Transition

- Knowledge Transfer
- Identify key responsibilities and ongoing projects.
- Arrange for the departing employee to document processes and transfer knowledge.
- Assign a successor or interim contact if applicable.
- Set an Exit Interview
- Schedule an exit interview to gather feedback.
- Use insights to improve retention and workplace culture.

Step 4: Administrative and Legal Actions

- Review Employment Contract and Policies

- Confirm notice period requirements.
- Check for non-compete, confidentiality, or other contractual clauses.

- Calculate Final Compensation

- Ensure accurate calculation of accrued leave, bonuses, or other entitlements.
- Prepare final paycheck, including any owed benefits.

- Process Resignation Formalities

- Obtain written confirmation of resignation acceptance.
- Update internal records and HRIS systems.

Step 5: Offboarding Procedures

- Return of Company Property

- List of items to return:
 - Laptop and accessories
 - Mobile devices
 - ID badges and access cards
 - Company credit cards
 - Any other equipment or documents

- Revocation of System Access

- Disable email accounts and user access promptly.
- Remove from internal communication channels and mailing lists.
- Cancel or transfer system permissions.

- Update Organizational Charts and Records

- Reflect the departure in organizational charts.
- Notify payroll and benefits providers.

- Conduct Exit Interview

- Discuss reasons for departure.
- Collect feedback on workplace experience.
- Clarify any post-employment obligations.

Step 6: Post-Exit Considerations

- Confidentiality and Non-Compete Agreements

- Remind the employee of ongoing confidentiality obligations.
- Address any non-compete or non-solicitation clauses.

- Follow-up Communications

- Send a farewell message or appreciation note.
- Maintain positive relations for future networking.

- Record Keeping and Documentation

- Store resignation and exit interview documentation securely.
- Ensure compliance with legal retention requirements.

Additional Tips for a Smooth Resignation Process

- Maintain professionalism and respect throughout the process.

- Be transparent about policies and procedures.
- Ensure confidentiality of the employee's reasons for leaving.
- Tailor the process based on the employee's role and circumstances.
- Prepare for potential challenges, such as sudden resignations or disputes.

Conclusion

A well-executed checklist when an employee resigns pilch is vital for safeguarding organizational interests and fostering a respectful workplace culture. From initial acknowledgment to final offboarding, each step plays a role in ensuring compliance, minimizing disruption, and leaving a positive impression on departing employees. By adhering to these best practices, HR teams and managers can turn employee resignations into opportunities for constructive change and continuous improvement.

Proper planning, clear communication, and diligent documentation are the cornerstones of an effective resignation process. Implementing a comprehensive checklist not only streamlines administrative tasks but also demonstrates professionalism and care—traits that uphold your organization's reputation and morale long after the employee's departure.

Question What are the initial steps to take when an employee resigns from Pilch? Immediately acknowledge the resignation, inform relevant departments, and update the employee's status in the HR system to begin the offboarding process. How should I communicate the resignation to the team? Notify the team professionally and confidentially, respecting the employee's privacy, and outline the transition plan without disclosing unnecessary details. What documentation is required when an employee resigns? Obtain a formal resignation letter, update HR records, prepare exit interview forms, and document all relevant communications and agreements. How do I ensure the employee returns company property? Create a checklist of items such as ID badges, laptops, mobile devices, and access cards. Schedule a return date and verify all items are collected before the employee departs. What steps should be taken regarding the employee's access rights? Revoke system access, email accounts, and any other digital privileges immediately upon resignation to maintain security. How should the final paycheck and benefits be handled? Calculate the final salary, accrued leave, and any owed benefits. Process the final paycheck according to statutory requirements and company policy. What is the process for conducting an exit interview? Schedule an exit interview to gather feedback, discuss the reasons for resignation, and address any remaining concerns or questions the employee may have. How to update internal records after an employee's resignation? Remove or deactivate the employee's profile in HR systems, update payroll records, and notify relevant departments about the departure. What legal considerations should be reviewed during employee resignation? Ensure compliance with employment contracts, non-disclosure agreements, and any applicable labor laws or company policies regarding resignation. How do I handle knowledge transfer and transition planning? Coordinate with the departing employee to document ongoing projects, hand over responsibilities, and identify

colleagues to take over critical tasks.

Related keywords: employee resignation process, exit interview, last working day, knowledge transfer, resignation letter, final paycheck, company property return, IT access removal, update HR records, _offboarding checklist

job training checklist template

job training checklist template: Your Essential Guide to Effective Employee Onboarding and Development

In today's competitive business landscape, ensuring that new employees are properly trained is crucial for organizational success. A well-structured job training process not only accelerates employee productivity but also enhances job satisfaction and retention. To streamline this process, organizations often rely on a comprehensive job training checklist template. This template serves as a roadmap, guiding trainers and HR professionals through every step of onboarding and skill development, ensuring nothing is overlooked.

In this article, we will explore the importance of a job training checklist template, how to create an effective one, and provide useful examples and tips to optimize your training programs.

Why Use a Job Training Checklist Template?

Implementing a structured training checklist offers numerous benefits for both organizations and employees:

- **Consistency:** Ensures every new hire receives the same comprehensive training experience.
- **Efficiency:** Streamlines the onboarding process, saving time and resources.
- **Clarity:** Clearly outlines training objectives, milestones, and responsibilities.
- **Accountability:** Provides a record of completed training activities for future reference.
- **Improved Performance:** Helps employees acquire necessary skills quickly, leading to better job performance.

A tailored job training checklist template allows organizations to customize training modules based on specific roles, responsibilities, and organizational goals, making the onboarding process more effective.

How to Create an Effective Job Training Checklist Template

Designing a comprehensive training checklist involves careful planning and understanding of both job requirements and organizational standards. Here's a step-by-step guide:

1. Define Training Objectives

Begin by clarifying what the employee should achieve after completing the training. Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

2. Break Down Job Responsibilities

List the core duties and tasks associated with the role. This breakdown helps in identifying what skills and knowledge need to be imparted.

3. Identify Training Topics and Modules

Based on responsibilities, outline the key topics such as company policies, safety procedures, software tools, customer service protocols, etc.

4. Structure the Training Timeline

Determine the sequence and duration of each training component, including orientation sessions, hands-on training, assessments, and follow-up meetings.

5. Assign Trainers and Resources

Specify who will conduct each training session and what materials or tools are needed.

6. Include Assessments and Feedback

Incorporate quizzes, practical tests, or performance evaluations to gauge understanding and progress.

7. Set Milestones and Completion Criteria

Define what constitutes successful completion of each training segment and the overall program.

8. Review and Update Regularly

Training needs evolve, so regularly review and adapt the checklist to align with new standards,

technologies, or organizational changes.

Components of a Job Training Checklist Template

A robust template should contain several key elements to ensure comprehensive coverage:

1. Employee Information

- Employee Name
- Job Title
- Department
- Manager/Supervisor
- Start Date

2. Training Modules

Each module should detail:

- Module Name
- Description
- Estimated Duration
- Trainer
- Completion Date
- Status (Pending, In Progress, Completed)

3. Learning Objectives

Clearly state what the employee is expected to learn from each module.

4. Resources Provided

- Manuals
- Videos
- Software access
- Equipment

5. Assessment Criteria

- Quizzes or tests
- Practical demonstrations
- Observation checklists

6. Feedback and Sign-Off

Spaces for trainer and employee signatures to acknowledge completion and understanding.

7. Follow-Up Actions

Notes on additional training, coaching, or mentoring needed post-initial training.

Sample Job Training Checklist Template

Below is a simplified example to illustrate how a job training checklist template can be structured:

Employee Name[Name] Job Title[Position] Department[Department] Start Date[Date]

Training Modules

-

Company Orientation

- Description: Overview of company policies, mission, values
- Duration: 1 day
- Trainer: HR Manager
- Status: Pending

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Role-Specific Skills

- Description: Training on specific tools and procedures
- Duration: 3 days
- Trainer: Department Supervisor
- Status: Pending

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Safety Procedures

- Description: Workplace safety protocols and emergency procedures
- Duration: 0.5 days
- Trainer: Safety Officer
- Status: Pending

Best Practices for Using Your Job Training Checklist Template

To maximize the effectiveness of your training checklist, consider these tips:

- **Customize for Each Role:** Tailor the checklist to reflect the specific duties and skills required for each position.
- **Engage Employees:** Involve new hires in the process by discussing the checklist and encouraging feedback.
- **Track Progress:** Regularly update the checklist to monitor completion status and identify areas needing reinforcement.
- **Use Digital Tools:** Leverage online project management or learning management systems (LMS) for easier updates and accessibility.
- **Include Continuous Learning:** Extend the checklist beyond initial onboarding to include ongoing training and development opportunities.

Conclusion

A job training checklist template is an invaluable asset for organizations aiming to provide consistent, thorough, and effective employee onboarding and training. By carefully designing and implementing such templates, companies can ensure their workforce is well-equipped with the knowledge and skills necessary for success. Remember, a good training program is an ongoing process?regularly review and update your checklist to adapt to evolving roles, technologies, and organizational goals. Invest in a clear, comprehensive training checklist today and pave the way for a more competent, confident, and engaged workforce tomorrow.

Job Training Checklist Template: A Comprehensive Guide to Effective Onboarding and Skill Development

In today's competitive business environment, employee onboarding and ongoing job training are critical components of organizational success. A well-structured job training checklist template serves as an invaluable tool to streamline the training process, ensure consistency, and track progress effectively. This article delves deep into the significance, structure, and best practices surrounding job training checklists, providing a thorough review for HR professionals, managers, and organizational leaders seeking to optimize their training programs.

Understanding the Importance of a Job Training Checklist Template

A job training checklist template is a systematic document that outlines all necessary steps, skills, and knowledge areas an employee must acquire to perform their role effectively. Its primary purpose is to provide clarity, foster accountability, and facilitate a smooth transition for new hires or employees taking on new responsibilities.

Why Use a Job Training Checklist?

- **Standardization and Consistency:** Ensures every employee receives the same foundational training, reducing variability and gaps.
- **Tracking Progress:** Offers a clear overview of completed and pending training modules.
- **Enhancing Efficiency:** Streamlines the onboarding process, saving time and resources.
- **Identifying Skill Gaps:** Helps pinpoint areas where employees need additional support or training.
- **Compliance and Documentation:** Maintains records for legal, safety, or certification purposes.

Challenges Addressed by a Well-Designed Checklist

Organizations often face issues like inconsistent training delivery, overlooked essential skills, or difficulty in measuring training effectiveness. A comprehensive checklist mitigates these challenges by providing a structured roadmap for trainers and trainees alike.

Core Components of a Job Training Checklist Template

Developing an effective training checklist involves careful consideration of various key elements. An ideal template is adaptable to different roles, industries, and organizational structures.

Basic Information

- Employee Name and ID
- Job Title and Department
- Trainer or Supervisor Name
- Training Date(s)
- Location or Platform (e.g., onsite, online)

Training Objectives

Clearly define what the trainee is expected to learn or achieve by the end of the program.

Training Modules or Topics

Break down the training into specific modules or topics, such as:

- Company Policies and Procedures
- Safety Protocols
- Job-Specific Skills
- Software or Tools Training
- Customer Service Standards
- Compliance and Regulatory Requirements

Learning Activities and Methods

Include diverse instructional strategies:

- Classroom Sessions
- E-Learning Modules
- Hands-On Practice
- Shadowing or Mentoring
- Assessments and Quizzes

Assessment and Certification

Track evaluations to certify competence:

- Quizzes or Tests
- Practical Demonstrations
- Final Evaluations
- Certification Status

Completion Status and Sign-Offs

Document when each module or skill is completed and approved by the trainer or supervisor.

Designing an Effective Job Training Checklist Template

A generic checklist may not suit every organization. Customization is key to ensuring relevance and usability.

Steps to Create a Tailored Checklist

- Identify Role-Specific Skills and Knowledge: Collaborate with subject matter experts to list essential competencies.
- Determine Training Methods: Decide on the most effective instructional methods for each topic.
- Set Clear Milestones and Deadlines: Establish realistic timelines for completion.
- Incorporate Feedback Loops: Allow space for trainee and trainer comments or notes.
- Design for Flexibility: Ensure the template can accommodate updates as roles evolve.

Sample Structure of a Job Training Checklist Template

Module/Topic	Description	Training Method	Responsible Trainer	Start Date	End Date	Status	Comments	Sign-Off
Company Policies	Overview of company policies	Presentation & Discussion	HR Manager	01/01/2024	01/02/2024	Pending	N/A	N/A
Safety Procedures	Workplace safety protocols	Hands-On Practice	Safety Officer	01/03/2024	01/04/2024	Not Started	Need PPE training	N/A

Best Practices for Implementing a Job Training Checklist Template

Successful integration of a training checklist into your onboarding process requires strategic planning and ongoing management.

Engage Stakeholders Early

Involve HR, supervisors, trainers, and even trainees in the development phase to ensure the checklist covers all necessary aspects.

Keep It Clear and Concise

Avoid overly complex or lengthy templates. Use straightforward language and a clean layout for easy navigation.

Utilize Digital Tools

Leverage software like Excel, Google Sheets, or specialized HR management platforms to facilitate

updates, sharing, and tracking.

Regularly Review and Update

Training needs evolve alongside organizational goals and industry standards. Periodic reviews ensure the checklist remains relevant.

Train Trainers and Supervisors

Ensure those responsible for delivering training understand how to utilize the checklist effectively.

Examples of Job Training Checklist Templates Across Industries

Different industries require tailored checklists to address specific skills and compliance standards. Below are some industry-specific examples:

Manufacturing Industry

- Equipment Operation
- Safety Protocols
- Quality Control Procedures
- Emergency Response

Healthcare Sector

- Patient Privacy Regulations (HIPAA)
- Medical Equipment Usage
- Infection Control
- Emergency Procedures

Information Technology

- Software Tools and Platforms
- Cybersecurity Protocols
- Data Privacy Standards
- Troubleshooting Procedures

Retail

- Customer Service Standards
- POS System Usage
- Inventory Management
- Loss Prevention

Benefits of Using a Job Training Checklist Template

The adoption of a structured checklist yields numerous advantages:

- Enhanced Training Quality: Consistent delivery of essential knowledge and skills.
- Reduced Training Time: Clear milestones accelerate the onboarding process.
- Higher Employee Satisfaction: Transparency and clarity foster confidence.
- Better Compliance: Documentation supports regulatory adherence.
- Data-Driven Improvements: Training data informs future program enhancements.

Potential Pitfalls and How to Avoid Them

While checklists are powerful tools, improper implementation can lead to issues.

- Overly Rigid Checklists: Flexibility is vital; avoid micromanaging every detail.
- Neglecting Feedback: Regular input from trainees can identify gaps or outdated content.
- Ignoring Personalization: Tailor checklists to individual roles and experience levels.
- Failure to Update: Outdated checklists diminish training effectiveness; schedule reviews.

Conclusion: The Strategic Value of a Job Training Checklist Template

In conclusion, a job training checklist template is more than just a bureaucratic formality; it is a strategic asset that can significantly enhance an organization's onboarding and continuous development efforts. When thoughtfully designed and properly implemented, it ensures that employees acquire necessary skills efficiently, remain compliant with industry standards, and contribute meaningfully to organizational goals.

By investing in a customized, comprehensive training checklist, organizations can foster a culture of continuous learning, accountability, and excellence, ultimately positioning themselves ahead in the competitive landscape. Whether you're onboarding new employees or upgrading existing staff skills, a well-crafted job training checklist is an indispensable component of your human resource toolkit.

Disclaimer: This guide is intended for informational purposes and should be adapted to fit specific

organizational needs and industry standards. Always consult relevant regulations and professional HR guidance when developing training materials.

Question What is a job training checklist template and why is it important? A job training checklist template is a structured document that outlines the skills, tasks, and knowledge new employees need to acquire during their onboarding process. It ensures a comprehensive and consistent training process, helping both trainers and trainees stay organized and track progress effectively. **How can I customize a job training checklist template for different roles?** You can customize a job training checklist by modifying the tasks and skills specific to each role, adding or removing items as needed, and including role-specific milestones. **Using editable digital templates allows easy adjustments to suit different job requirements. What are the key components to include in a job training checklist template?** Key components include training objectives, specific skills or tasks to be learned, training methods, responsible trainers, deadlines, assessment criteria, and space for notes or feedback to monitor progress. **Where can I find free job training checklist templates?** Free job training checklist templates can be found on platforms like Microsoft Office Templates, Google Sheets, Canva, and various HR or training websites that offer customizable downloads. **How does using a training checklist improve new employee onboarding?** Using a training checklist ensures all essential topics are covered systematically, reduces onboarding time, increases consistency, and provides clear benchmarks for progress, leading to better employee preparedness and engagement. **Can a job training checklist template be used for remote or virtual training?** Yes, a job training checklist template can be adapted for remote or virtual training by including online resources, digital assessments, virtual meetings, and collaborative tools to facilitate effective remote learning. **What are some best practices for implementing a job training checklist template?** Best practices include involving trainers and trainees in the development process, setting clear deadlines, regularly reviewing progress, providing feedback, and updating the checklist as roles or processes evolve. **How can I ensure that a job training checklist template remains effective over time?** Ensure effectiveness by regularly reviewing and updating the checklist based on trainee feedback, changing job requirements, industry standards, and lessons learned from previous training sessions. **Is it better to use a digital or paper-based job training checklist template?** A digital checklist offers advantages like easy updates, sharing, and tracking progress in real-time, making it more efficient and accessible, especially for remote teams. However, paper-based templates may be useful in environments with limited digital access.

Related keywords: job training plan, employee onboarding checklist, training program template, staff development checklist, new hire training template, onboarding process checklist, skills development tracker, training schedule template, workforce training checklist, employee orientation checklist

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