



New Employee Department Orientation and Compliance Checklist

This checklist is designed for supervisors to help ensure that new employees have the tools they need to work effectively and safely at Weill Cornell Medicine. **Section 1** must be completed for all new employees, **Section 2** must be completed for all laboratory employees, and if there are any department-specific requirements that the employee must complete, please list them in **Section 3**. It is the responsibility of the department to ensure that the employee completes all requirements.

Note that laboratory trainings must be completed **before** the employee begins work in a lab. **Completed and signed checklists must be returned to HR online at <http://hrsc.weill.cornell.edu> or via email at hrsc@med.cornell.edu within 45 days of the employee's start date.**

Employee Information

Name:	<input type="text"/>	Start Date:	<input type="text"/>
Position:	<input type="text"/>	Does the employee work in a lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department:	<input type="text"/>	Hiring Manager:	<input type="text"/>

Section 1: All Employees

- ☐ **Department Welcome:** Welcomed the employee, introduced him/her to coworkers, and discussed departmental procedures, including:
- Work and lunch schedule
 - Completion of time sheet or electronic time keeping method
 - Scheduling time off (vacation/personal/sick)
 - Reporting unscheduled absences
 - Departmental dress code, including proper wear of Weill Cornell Medicine ID badge
 - Other relevant departmental practices
- ☐ **Position Details:** Reviewed applicable position and appraisal information, including:
- Position description and provided a copy of the description to the employee
 - Position title, grade, and hourly rate/overtime rate or annual salary
 - Performance Review processes and Annual Performance Appraisal process
- ☐ **Medical Clearance:** Employee attended post-employment physical on and completed any needed follow-up visits
- ☐ **Fire Safety Training:** Completed online Fire Safety Training with EHS (weill.cornell.edu/ehs/training/fire_safety.html)
- ☐ **Building Fire Response:** Reviewed building-specific Fire Safety and Evacuation Procedures, including:
- Fire Safety Manual available at <http://intranet.med.cornell.edu/ehs/FIRE.pdf>
 - Locations of fire safety equipment (e.g. fire extinguishers, fire alarm pull stations)
 - Evacuation routes
- ☐ **HIPAA Training:** Satisfied HIPAA Training requirements via the Weill Training Management System (ess.med.cornell.edu)
- ☐ **External Financial Interests & Time Commitment:** Completed online Conflicts Survey as required by the Conflicts Management Office via the Weill Research Gateway (WRG.weill.cornell.edu)
- Does the employee supervise staff and/or are they a faculty member?** ☐ Yes ☐ No **If yes:**
- ☐ **Avoiding Harassment & Discrimination Training:** Completed training available on the HR Intranet. (<http://intranet.med.cornell.edu/hr/career-services/training-and-development/supervisor-development/legal-compliance.html>)

Section 2: All Laboratory Employees

Employees must complete the following **before** beginning work in a Weill Cornell lab:

- ☐ **Laboratory Safety Training:** Completed training available through EHS (weill.cornell.edu/ehs/training/)
- ☐ **Weill Cornell Exposure and Spill Response:** Reviewed Exposure and Spill Response Guide and lab-specific response information, including:
- Locations of Personal Protective Equipment (e.g. gloves, lab coats)
 - Locations of emergency response equipment (e.g. safety showers, eye washes)
 - Locations of Material Safety Data Sheets (SDS)
- ☐ **Personal Protective Equipment:** Issued laboratory coats (min. of 2) and other required Personal Protective Equipment
- ☐ **C-14 Laboratory Certificate of Fitness:** Registered for course through EHS (weill.cornell.edu/ehs/training/)
- Note that until the C-14 is received, an existing laboratory member with a valid C-14 must be present whenever the laboratory is in operation and provide direct supervision of the employee at all times.

Please indicate if the employee will work with any of the materials listed below. If so, he or she must complete the required training **before** working with that material. Training schedules are available on the EHS website at weill.cornell.edu/ehs/training/.

Radioactive Materials? ☐ Yes ☐ No **If yes:** ☐ Completed Radiation Safety Training

Shipping Biological Materials and/or Dry Ice? ☐ Yes ☐ No **If yes:** ☐ Completed Biological Materials & Dry Ice Shipments Course

Section 2: All Laboratory Employees (Continued)

Is the employee a postdoctoral scholar? ☐ Yes ☐ No **If yes:**

☐ **Responsible Conduct of Research (RCR):** Pre-registered for RCR instruction with the Office of Research Integrity (<http://researchintegrity.weill.cornell.edu/education.html>)

Does the employee work with animals? ☐ Yes ☐ No **If yes:**

☐ **Research Animal Resource Center (RARC) Training:** Completed RARC training (intranet.med.cornell.edu/research/rarc/)

Section 3: Additional Position-Specific Requirements

The following are department training and orientation requirements that the employee completed:

Requirement Description

Verification

Employee Signature:

Date:

Hiring Manager Signature:

Date:

If the employee conducts work in a laboratory, please ask the Principal Investigator (PI) to sign below:

PI Signature:

Date:

Please submit your completed form to Human Resources:

Online: <http://hrsc.weill.cornell.edu>

Email: hrsc@med.cornell.edu

Questions? Call the HR Solution Center at 646-962-9247