



KAISER PERMANENTE
Center for Health Research

New Employee Name
New Employee Position
 503-555-6723
 New.Employee@fake.com
 5500, floor 2, 20-8


Kim Wilson
 Supervisor
 503-555-2416
 Kim.Wilson@fake.com


Bob Loblaw
 Welcome Ambassador
 503-555-6388
 Bob.Loblaw@fake.com

Resources, Tips & FYI's
Onboarding Documents Folder
This folder contains all policies, procedures and forms you will need to complete tasks in the onboarding checklist.

CHR Computer Orientation Guide
This guide provides information about computer equipment, software, email, printing, and other useful IT information. Questions may be answered by your supervisor or Techline@fake.com

Payroll Orientation Guide
Lane Owens (lane.owens@fake.com) will contact you to schedule a payroll orientation.

Logging into HR for the First Time
To log into the Network for the first time, you must call 55555 to get your Network password.

Orientation Checklist

Employee **Supervisor** 5



Please complete the tasks listed below before they are due. By selecting the checkbox of a task you are attesting that you have completed it and will be logged in the new employee personnel profile. 1

First Day, 7/15 **First Week, 7/21** **First 30 Days, 8/13** 2

- Attested on 4/17/2017, 4:45pm.** Memo from Chief Operating Officer - [Download PDF](#) and review Show
- Policy and Procedure: Privacy Rule Documentation for Research** - [Download PDF](#) and review Show
- Policy and Procedure: Research Integrity and Ethics** - [Download PDF](#) and review Show
- Information Security Management Policy** - [Download PDF](#) and review Show
- Policy and Procedure: Research Financial Conflicts of Interest** - [Download PDF](#) and review Show
- Complete Conflict of Interest Statement** - Open, complete and save the pdf form in your [Onboarding Documents Folder](#) Show
- Complete Disclosure of Financial Interests Related to Sponsored Projects Form** - Open, complete and save the pdf form in your [Onboarding Documents Folder](#) Show
- Complete Confidentiality Agreement** - Open, complete and save the pdf form in your [Onboarding Documents Folder](#) Show
- Complete Statement of Employee/Associate** - Open, complete and save the pdf form in your [Onboarding Documents Folder](#) Show
- New Employee Profile** - Review and complete the new employee information section of your profile. [Open Form](#) Show
- HIPAA Certification Training** - Please review the HIPAA Privacy Rule information with your supervisor, then sign the corresponding attestation in your Onboarding Documents Folder. Hide
- Email Techline** or give information directly to IT for password retrieval - (1) favorite holiday tradition and (2) first pet's name Show

Next »

- Checklists:** Each checklist, employee & supervisor, will be within it's own partial that is revealed via Employee/Supervisor toggle switch above.
- Date Tabs:** A) three repeaters will load on the partial view, one for each due date range. Each repeater will be wrapped within a div is shown/hidden based on the tab selected using bootstrap tabs and basic jquery. B) Use Telerik ASP.Net MVC Tab strip that loads content with AJAX. Example: <https://demos.telerik.com/aspnet-mvc/tabstrip/ajax>. Each tab would load either the repeater with the content or load the content itself?
- Toggles:** Considering Telerik ASP.Net MVC Switch- <https://demos.telerik.com/aspnet-mvc/switch>. These toggles are only visible to the supervisor.
- Progress bar:** Either use simple jQuery or use Telerik ASP.Net MVC ProgressBar.
- Employee/Supervisor toggle:** This is only made visible to the Supervisor so they can keep track of the new employee's and their own checklists.

Development Notes:

Add Peoplefinder profile links to ambassador, supervisor and new employee.

Checklist is using a repeater control with a checkbox, title and description (html).

Do we need to archive historical reference documents to show what version of policies that employees read at the time they were new? If yes, who will be managing the versions of these documents? Would an auditor ask for this?

Orientation Checklist will not have a save button. Every time a user checks or unchecks a checkbox it saves.