

Personnel Cabinet Employee Training Checklist

Personnel Cabinet/Office of Human Resources Training Requirements

MyPurpose/Commonwealth U

- ✓ KHRIS ID/Password required to access MyPurpose
- ✓ Staff will be registered by the RTC upon first day of employment
- ✓ Training credit is automatically assigned upon completion and viewed on MyPurpose/Commonwealth U transcript

Complete first day on first day of hire

- CHFS New Employee Orientation Video

Complete within 30 days of hire

- Executive Branch Onboarding: New Employee Training
 - Learning Your Way @ Commonwealth U
 - Employee Handbook
 - Accurate Time Reporting
 - Active Shooter
 - Executive Branch Ethics Overview
 - Security Awareness
 - KHRIS Employee Self-Service Tutorial
- CHFS Hazard Communication Training Program
- Guide to Performance Management for Employees
- Performance Management Orientation Video
- ODET Anti-Harassment Awareness
- Workplace Violence Prevention Made Simple
- Working Effectively from Home (required for Supervisors and employees who are Telecommuting or working a hybrid schedule)
- **For Supervisors Only:** How to Effectively Lead a Remote Team
- **For Supervisors Only:** Hiring & Selection Process: Best Practices
- **For Supervisors Only:** Performance with a Purpose
- **For Supervisors Only:** Guide to Performance Management for Evaluators 3.0

*Staff located in the CHR Building in Frankfort should also complete:

- *CHR Emergency Action Plan (**required for CHR Building staff ONLY**)