Checklist - Human Resources

Maintain all entries and records to be included in your e- binder. This checklist serves as a structure of what to include in your e-binder. You are required to show evidence for each of the items listed.

_____✓___ - reviewed the facilities Policy & Procedure Manual;
              including job descriptions and performance appraisals

_____✓___ - completed the Human Resources Outline

_____✓___ - participated in an employee orientation

_____✓___ - witnessed an employee evaluation
              (If not possible – reviewed a completed evaluation on file with your preceptor)