



New Employee training

o **New Employee Orientation:** [New Employee Orientation](#) State Capitol. *Date completed*_____

o **Procurement Training:** Peoplesoft and State Procurement Practices. If employee is only going to purchase up to \$2500, on-line manual reading and certification is sufficient: [OMB Level 1 Training Manual](#). If employee will be advancing to Level 2 and/or Level 3 the hands-on classroom Level 1 course is required. [OMB Procurement Training Schedule](#) *Date completed*_____

o **Workers Comp/Risk Management:** [Risk Management Division, North Dakota](#), Online Training On-Line training modules currently available include: *Date completed*_____

- Harassment in the Workplace
- Incident Reporting - Workers Compensation
- Incident Reporting - Risk Management Fund
- Ergonomics
- Workers Compensation
- Office Safety
- Substance Abuse for Non-Supervisors
- Supervisor's Guide: Responding to Allegations
- Texting While Driving

o **Defensive Driving:** [ND 20012 Defensive Driver Class schedule](#) *Date completed*_____

o **ND Peace Officer School (Park Managers and Rangers)** *Date completed*_____

o **[Supervisory Management Training](#) (As necessary)** *Date completed*_____

o **Microsoft Office Applications (as necessary)** *Date completed*_____

- Word
- Excel
- Access
- Outlook

o **Specialized** *Date completed*_____

- GIS, CAD, Adobe, Peoplesoft

o **IT Training** *Date completed*_____

- Read and understand IT Training document [New Employee IT Training](#)
- View the State IT Security Awareness Video
 - If you have PeopleSoft access this will be assigned to you in ELM.
 - If you are not going to be given PeopleSoft access, you can view it here:
<https://www.connectnd.us/NDLPCatalog/112/Information%20Security%20Awareness%202011/20110214-AwarenessVideos-NorthDakota/SCORMDriver/indexAPI.html>

Employee Signature _____

When all items are completed, return copy to HQ office for personnel file