

New Employee Checklist Template

Name:

Start Date:

Director/Supervisor:

Department:

Job Title:

✓	Topic	Date Reviewed
Organization Orientation		
	Review organizational structure (organization chart, mission, values).	
	Review organizational policies and procedures (job schedule and hours, payroll timing, timesheets, paid time off).	
	Review and sign Prevention Specialist Job Description (responsibilities, reporting structure, compensation).	
	Update SUPP Program Staff contact information in the Prevention Hub.	
Grant Requirements		
	Provide staff with agency log-in information for the Prevention Hub (CPRD) and an overview of the Hub features.	
	Review IDHS SUPR Uniform Grant Agreement (UGA) <ul style="list-style-type: none"> • Exhibit A: Project Description • Exhibit B: Deliverables or Milestones • Exhibit D: Performance Measures and Standards 	
	Review SUPP Standards for Communication Campaigns (Under Help/Additional Resources in the Prevention Hub)	
	Review SUPP Standards for Youth Prevention Education (Under Help/Additional Resources in the Prevention Hub)	

SUP SUPERVISOR SERIES RESOURCE GUIDE

✓	Topic	Date Reviewed
Grant Requirements Continued		
	Review IDHS SUPR Substance Use Prevention Program reporting requirements and Due Dates . <ul style="list-style-type: none"> • Quarterly Reporting • Annual Report 	
	Review SUPP Required Documentation.	
	Create a Groupsite account.	
Training		
	Review SUPP training requirements .	
	Register and complete IISUP I: Welcome to Prevention (online). Note: Do this as soon as possible so that Prevention First can schedule a New SUPP Worker Orientation call.	
	Review and register for IISUP II: SUP System Orientation .	
	Review and register IISUP III: A Framework for Prevention .	
	Review Prevention First Training Policy .	
	Review DCFS Mandated Reporter Training .	
Online Resources		
<i>Review and bookmark the online resources below.</i>		
	PF Groupsite-SUPP Networking Site https://pfgroupsite-sapp.groupsite.com/sign_up/email/new	
	Prevention First Website www.prevention.org	
	Prevention First Newsletter – <i>Prevention Connection</i> https://www.prevention.org/News-Sign-Up	
	Prevention Hub https://appsts.cprd.illinois.edu/PreventionHub/	
	Illinois Youth Survey (CPRD) https://iys.cprd.illinois.edu/	
	SAMHSA Main Page https://www.samhsa.gov/	