

EMPLOYEE NAME:

EMPLOYEE DEPARTMENT:

DUE BY



CITY OF OAKLAND

Training Checklist for New Employees

SUPERVISOR NAME:

SUPERVISOR CONTACT#:

Please work with your direct supervisor to complete the tasks on the check list below. Once you are finished, please sign it, have your supervisor sign it and scan and email it to apomicpic@oaklandca.gov or send it interoffice mail to Andrea Pomicpic Human Resources Management 150 FHOP 3rd Floor.

Intranet Navigation – Read the Following Administrative Instructions - sign the box and have your supervisor initial each box you have signed when you are done reading them (allow 2 hours for completion)

Administrative Instruction #	Employee Signature	Supervisor Initial
#140 Electronic Media Policy		
#577 Policy Regarding Alcohol and Drug Use		
#544 Managing Violence in the Workplace		
#71 Equal Employment Opportunity/ Anti-Discrimination, Non Harassment Policy and Complaint Procedure		
#596 Code of Conduct - Non-Sworn		

TARGET SOLUTIONS WEB BASED TRAINING

Click on the Target Solutions Link: the link will be email to you after NEO or search Target Solutions Login online

Your login will be your employee# followed by coo (lower case): example - 11111coo

Your password the first time logging in should be: safety (all lower case)

If you have trouble logging in to Target Solutions - email Erika Turner eturner@oaklandca.gov

Go to self-assign and look up the following courses to complete.

PLEASE COMPLETE THE FOLLOWING TRAININGS ON TARGET SOLUTIONS DUE BY

EMPLOYEES WILL NEED APPROX 7 hours of work time to complete training requirements within 45 days

Training	Completed	Employee Initial	Supervisor Initial
Anti-Harassment Training for All Employees - California (SB 1343)(online – 60 minutes <i>Supervisors are required to take Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825) (2 hours)</i>	<input type="checkbox"/>		
2. Disaster Service Workers Training	<input type="checkbox"/>	I have completed this training in NEO <input type="text"/>	
3. Mandatory Government Ethics Act Training	<input type="checkbox"/>	I have completed the Ethics Training in NEO <input type="text"/>	
4. AB 2337 Rights of Victims of Domestic Violence, Sexual Assault and Stalking (10 mins)	<input type="checkbox"/>	I have read and completed the AB 2337 handout in NEO <input type="text"/>	

CUSTOMGUIDE – OAKLAND PUBLIC LIBRARY WEB BASED TRAINING (1.5 hours) DUE BY

Training	Completed	Employee Initial	Supervisor Initial
Custom Guide OUTLOOK 2016 (1.5 hours - web)	<input type="checkbox"/>		

Mandatory Diversity and Inclusion Training – you will be automatically registered into this class

Training	Completed	Employee Initial	Supervisor Initial
Diversity in Action (3.5 hours in person)	<input type="checkbox"/>		

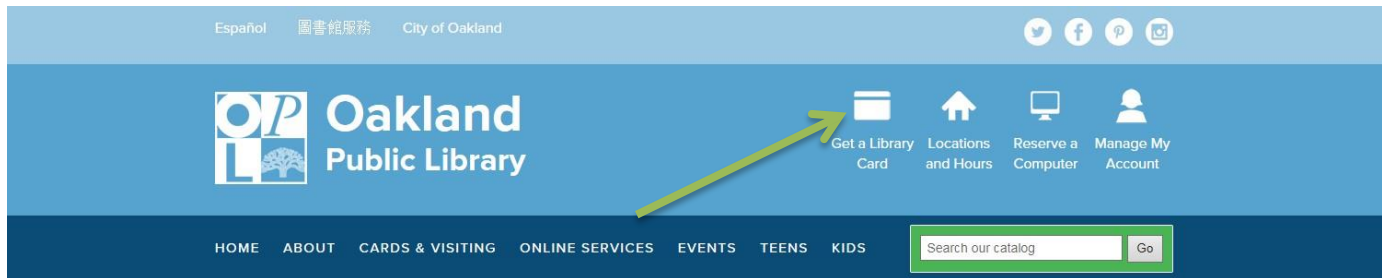


## CUSTOMGUIDE INSTRUCTIONS

Custom Guide is the web based training program through the Oakland Public Library. You will complete your Outlook Training on this program.

1. Apply for a library card with the Oakland Public Library

Click on the link to apply for a card: <http://www.oaklandlibrary.org/>



2. **CLICK ON** [GET A LIBRARY CARD] and then **CLICK on** [COMPLETE AN ONLINE APPLICATION

## Library Cards

Home » Cards & Visiting

Any California resident can get an Oakland Public Library card. Library cards are free and are available at all our locations. You must pick up your card in person (unless you are eligible for **Extended Services**).

You can apply in person or **complete an online application**.

Visit your nearest library to pick up your card. To apply in person, you can print out an application form below, complete it at home and bring it to your nearest library.

3. **COMPLETE THE FOLLOWING INFORMATION FOR YOUR CARD.** Once you complete the information And email will be sent to the email you use to register and you will be notified when you can pick up your card at ANY local library.

## Online Library Card Registration Form

**Please Enter Your Birth Date**

Month  Day  Year

4. Once you receive your library card (5-7 days) you will be able to log on to Custom Guide through the following link: <http://oaklandlibrary.org/online-services>



HOME ABOUT CARDS & VISITING **ONLINE SERVICES** EVENTS TEENS KIDS

5. **SELECT ONLINE RESEARCH AND LEARNING:**

## Online Services

Home

Online library services you can use from your computer at home or in the library.

### eBooks and Other Digital Content

Use your library card to download eBooks, eAudiobooks, digital music and digital magazines free from your home computer, tablet, or mobile device. Find details [here](#).

### Online Research and Learning

The Oakland Public Library subscribes to a large number of **online databases and online learning resources** that are available to you free from home with your library card.

Student resources, language lessons, **test preparation help**, **car repair information**, business information and much more can be found there.

6. **SCROLL DOWN TO COMPUTERS AND TECHNOLOGY** and **CLICK** on **CUSTOMGUIDE**

### Computers and Technology

CustomGuide gives you a variety of online training modules in computer basics and software, including Microsoft Excel, Word, and Outlook. Tutorials are self-paced and let you track your own progress. You can also print out one-page resource sheets for most popular software applications.

Note: You will need to create a free user account with a valid email address.

CustomGuide



7. You will be sent to this **login page** (below). If this is your first time logging in, **click register** and use the same email you used to get your card. If you are already registered, just **enter your login and password**.

8. **CHOOSE [OUTLOOK 2010] course:**

9. **COMPLETE ALL CHAPTERS in [OUTLOOK 2010]**



Home Quick References Profile

Outlook 2010					
Chapters	Program Fundamentals				Begin Course
	Topics	Pre Assess	Tutorial	Post Assess	Ref
Program Fundamentals	Starting Outlook 2010	● Not Taken	● Not Taken	● Not Taken	
Composing and Sending E-mail	What's New in Outlook 2010	● Not Taken	● Not Taken	● Not Taken	
Receiving E-mail	Understanding the Outlook 2010 Program Screen	● Not Taken	● Not Taken	● Not Taken	
More E-mail Features	Understanding Items	● Not Taken	● Not Taken	● Not Taken	
Working with Contacts	Understanding the Message Window	● Not Taken	● Not Taken	● Not Taken	
Using the Calendar					
Collaborating with Other Users					