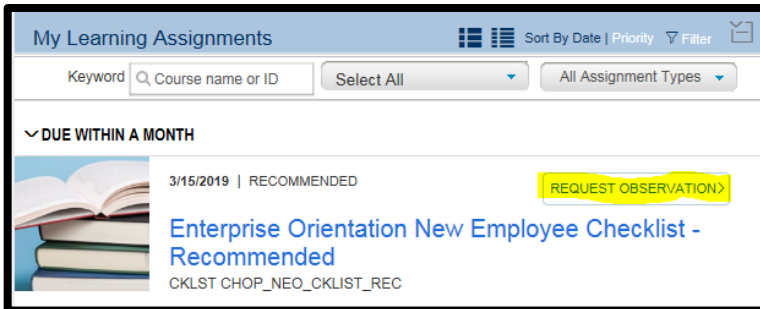


# Enterprise Orientation New Employee Checklist Observation Checklist (Learner)

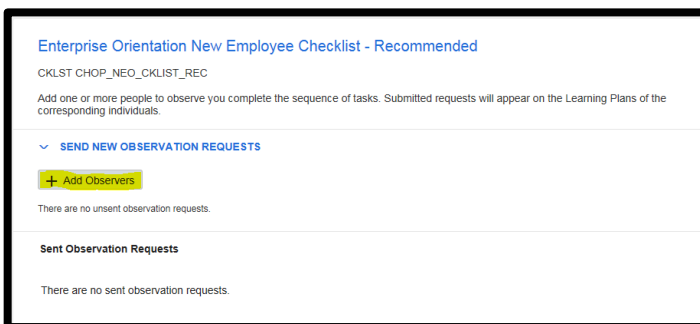
## Selecting the Observer

1. Log into MyCareer@CHOP and go into Learning. Scroll down and locate or search for the checklist on your My Learning Assignments tile. Select Request Observation.



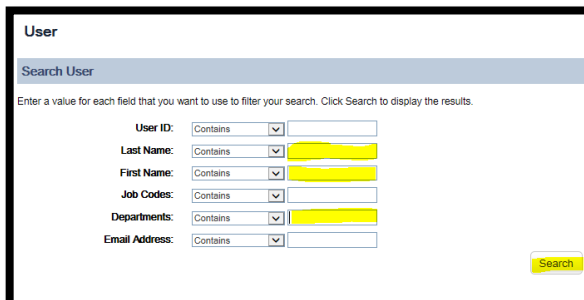
2. Select Add Observers.

**Please Note: More than one observer can be added, but only one can complete and submit the checklist.**



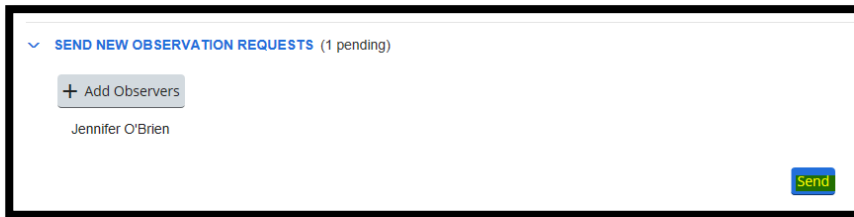
3. Remove the information in the department field. Search for the name of the manager who will be observing you. Check the box next to their name in the results screen. Select Add.

**Please Note: Please make sure that you pick a manager when requesting/adding an Observer.**

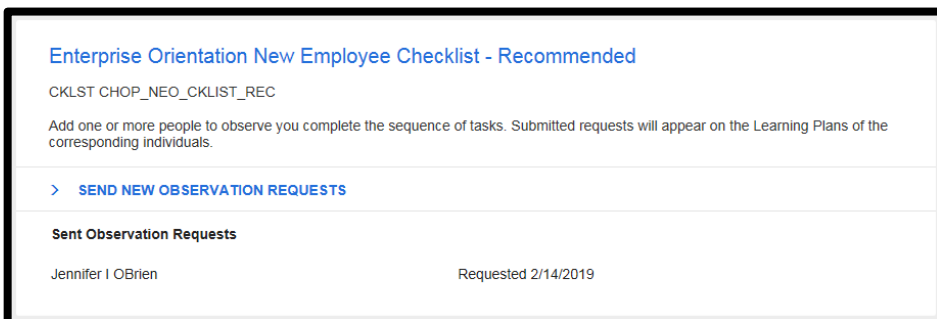


# Enterprise Orientation New Employee Checklist Observation Checklist (Learner)

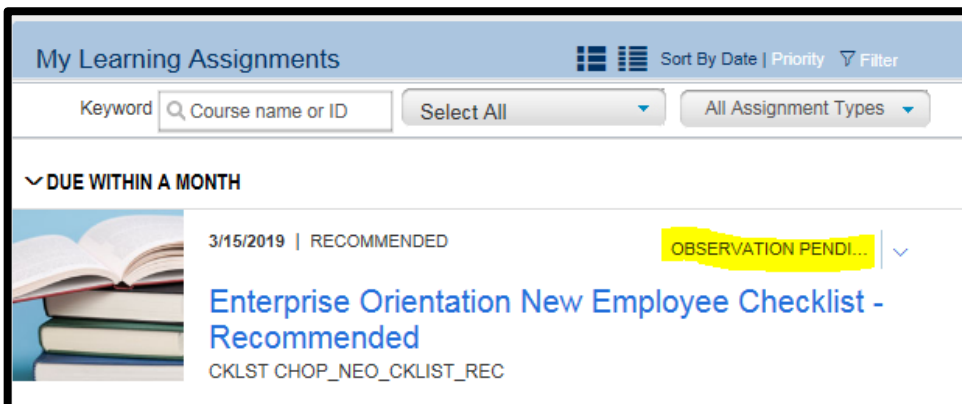
4. The name will appear under Send New Observation Requests. Select Send.



5. The name moves to the Sent Observation Requests section at the bottom. An email is sent to the requested observer notifying them that the observation is pending.



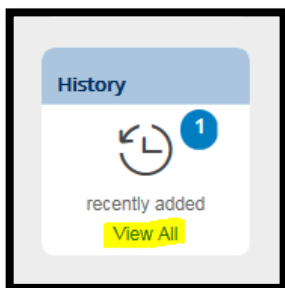
6. The status updates to Observation Pending on your My Learning Assignments tile.  
**Please Note: If you need to select a different manager as an observer, select the down arrow button next to observation pending and select View Observers. This brings you back to step 2 where you can repeat the process to select another observer.**



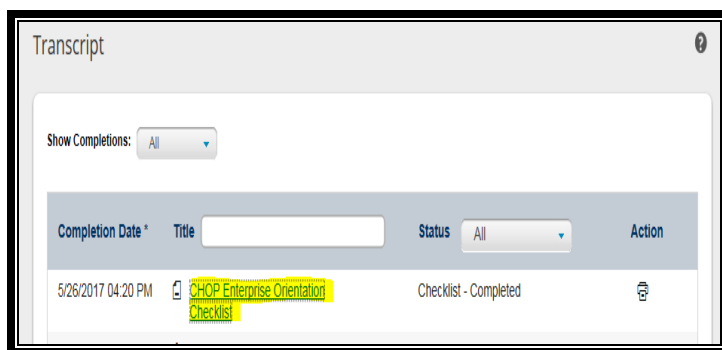
# Enterprise Orientation New Employee Checklist Observation Checklist (Learner)

## Viewing and Printing the Completed Checklist

1. On your Learning homepage, under the History tile, select View All.



2. Hover over the title of the checklist and select View Checklist Results in the pop up.



# Enterprise Orientation New Employee Checklist Observation Checklist (Learner)

3. The checklist will show with all notes.

Checklist CHOP\_NEO\_CKLST  
**Date Completed:** 2/24/2017  
**Observed by:** Jennifer O'Brien | [✉ Send Email](#)

**Overall**

✓ **Checklist - Completed**  
 Overall notes go here.

Tasks	Observer Response
1. Review CHOP's Mission and Vision.	✓ Correct
2. Discuss CHOP's Core Values and Service Standards (ICARE) and how they apply to your work.	✓ Correct
3. Review job description, scope of work, and any required licensure/certifications.	✓ Correct Specific comments go here
4. Discuss dress code/personal appearance	✓ Correct

21. Locate and discuss the Administrative Policy Manual.	✓ Correct
22. Locate and discuss travel policies and procedures (Concur)	✗ Incorrect N/A
23. Discuss expectations related to identification and response to patient and non-patient emergencies.	✓ Correct
24. Locate and discuss Infection Control Procedures and Standards.	✓ Correct

4. To print, right click within the checklist and choose Print... from the menu.