1. **Purpose**
	1. The purpose of this procedure is to provide detailed instructions for properly completing training requirements for job changes and new hires.
2. **Scope**
	1. The scope of this procedure applies to Managers, Supervisors, and Leads that are training new hires and employees with a recent job change (promotion, demotion, transfer, etc.).
3. **Responsibility**
	1. Managers, Supervisors, and Leads are responsible for completing training requirements timely and properly. HR is responsible for making sure training requirements are processed correctly.
4. **Procedure**
	1. ***New Hire Training***
		1. When a new employee is hired, a CPG new hire orientation training form needs to be completed **within 90 days.**
			* 1. New hire training forms for the SAO can be found on the central shared drive at [**\\conceptdom\central share\Quality\_ScGa\Quality Management System\QSP6 Forms**](file:///%5C%5Cconceptdom%5Ccentral%20share%5CQuality_ScGa%5CQuality%20Management%20System%5CQSP6%20Forms)
				2. New hire training forms for the NAO can be found on the Georgetown shared drive at [**\\georgetown\shared\Quality\_Ky\QSP6 Forms**](file:///%5C%5Cgeorgetown%5Cshared%5CQuality_Ky%5CQSP6%20Forms)



**SAO**



**NAO**

* + 1. When completing the new hire training form, the top of the form should be completed which includes the employee, hire date, and position sections. **See below screenshot.**
		2. Each training topic **must** have a date and signatures from both the trainee and the trainer.
		3. Once the form is completed, turn it in to the HR Support Desk at HRSupport@concept-pkg.com.



**When completing the new hire training form, the top sections should be completed and every topic should be signed and dated by both trainee and trainer**.

* 1. ***Job-Specific Training***
		1. When an employee moves to a new position or when an employee is a new hire, their job specific training form (QSP6-05) is due **within 90 days**.
			+ 1. Job training forms for the SAO can be found on the central shared drive at [**\\conceptdom\central share\Quality\_ScGa\Quality Management System\QSP6 Training Requirements**](file:///%5C%5Cconceptdom%5Ccentral%20share%5CQuality_ScGa%5CQuality%20Management%20System%5CQSP6%20Training%20Requirements%20%20)
				2. Job training forms for the NAO can be found on the server at [**\\georgetown\shared\Quality\_Ky\QSP6 Training Requirements**](file:///%5C%5Cgeorgetown%5Cshared%5CQuality_Ky%5CQSP6%20Training%20Requirements)**. See screenshots below.**



**SAO**



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**NAO**

**NAO**

**Note: The job title on the job-specific training form (QSP6-05) has to match the Job Title in PeopleTrak EXACTLY.**





* + 1. When completing the job training form, make sure that the top is filled out and also **each line has a date and a signature for both the employee and the trainer.**
			- 1. If you have a training topic that doesn’t apply to the job you are training on, please get with quality to have the training form **CHANGED**, as we can’t accept training forms with N/A in place of signatures. **See below screenshots.**



**The employee’s name and hire date should be at the top.**

**Each topic should be dated with the employee’s and the trainer’s signature.**

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**Training forms with N/A in place of signatures are unacceptable.**