

Checklist - Human Resources

Maintain all entries and records in your electronic binder. Please have your preceptor sign below that satisfactory performance has been shown in the following areas. Enclose all pertinent material.

The intern has:

- reviewed the facilities Policy & Procedure Manual;
including job descriptions and performance appraisals
(During COVID this may be done with case studies)
- completed the Human Resources Outline
- participated in an employee orientation (During COVID with may not be possible) N/A
- witnessed an employee evaluation
(if not possible – reviewed a completed evaluation on file)

Kalleha Lewis

Preceptor signature

10/28/21

Date