



HUMAN RESOURCES

Required New Hire Training & Testing

Employee Information

Name	Job Title/Department
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1 MONTH TO COMPLETE THE FOLLOWING REQUIRED TRAINING & TESTING

Defensive Driving Basics

The City of Gig Harbor recognizes the need for a safe driving record for any regular, temporary, prospective employee or volunteer, whose job requires or could involve operation of a City vehicle and sets the standard of updating driving abstracts every three (3) years per the Personnel Regulations and the City's insurance requirements.

It is also the responsibility of all City drivers to take the RMSA-U Defensive Driving Basics within one month of hire and to renew the training every three (3) years as required.

Date Completed	Employee Signature
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Sexual Harassment in the Workplace

Date Completed	Employee Signature
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A Welcoming Customer Culture

Date Completed	Employee Signature
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Initial Audiology Testing - Harbor Audiology (253) 203-6614 Specific Positions

Date Completed	Employee Signature
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3 MONTHS TO COMPLETE THE FOLLOWING REQUIRED TRAINING

Supervisors Only - Supervisor Skills 101

Date Completed	Employee Signature
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Supervisors Only - Supervisor Skills 102

Date Completed	Employee Signature
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Supervisors Only - Leadership vs. Management

Date Completed	Employee Signature
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Supervisors Only - Ethical Behavior for Local Government

Date Completed	Employee Signature
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Return Completed Form and Certificates to Human Resources

Original: Personnel File

Cc: EE