

MANADATORY COMPLETION REMINDER

Our records indicate you were recently hired at UMDNJ. Welcome! We are contacting you to remind you of your obligation to fulfill certain mandatory trainings within the first 90 days of your employment at UMDNJ. If you have completed these trainings please disregard this notice, if not, take advantage of this listing to get the requirements completed. Your compliance in this matter protects both you and our organization.

All New Employees	Description	Contact
Preventing Harassment	Web-based training program, Need University ID, (A with 8 numbers) to access no sooner than the 10 th of the month following your hire.	http://training.newmedialearning.com/psh/umdnj HR – Office of Training (732) 235-9500
HIPAA Privacy, HIPAA Security, Compliance Education, EMTALA	Four web-based training programs	http://www.umdnj.edu/complweb Office of Ethics and Compliance (973) 972-8093
Job/Department Specific Training	To be determined by department	Under Supervisors direction
Driver Safety Training	Required for employees who drive for UMDNJ business purposes	http://www.umdnj.edu/transweb Logistical (732) 235-9070
Management Training Programs (Mandatory)	Newly Hired or Promoted Supervisors, Managers and Directors with Staff	Contact
New Manager/Supervisor Orientation to Human Resources	Supervisors, Managers & Directors	http://www.umdnj.edu/hrweb Send in a registration form, you will be contacted with course options. Human Resources, Office of Training and Organizational Development (732) 235-9500
Quality Supervision	Supervisors	
The Effective Manager	Managers and Directors	
University Hospital Employees	In addition to the above, All employees working at UH	Contact
UH Orientation	Further requirements will be discussed at this session.	HR Generalist and Supervisor http://www.umdnj.edu/uhnet
5 Star Customer Service	All employees working at UH	Fax the form from orientation or call (732) 235-9500
University Behavioral Health Care	In addition to the above, All employees working at UBHC	Contact
New Hire Orientation for UBHC	All employees working at UBHC Further requirements will be discussed at this session.	HR Generalist and Supervisor From a UBHC location only: http://www.umdnj.edu/ubhweb
The Cancer Institute of New Jersey	In addition to the above, All employees working at CINJ	Contact
New Hire Orientation for CINJ	All employees working at CINJ Further requirements will be discussed at this session.	HR Generalist and Supervisor From a CINJ location only: http://intranet.cinj.org/news.asp