

Narrative Format

Checklist Training for New Hires

Training is not conducted often to teach new employees how to properly fill out checklists. According to the ABC Guidelines, all checklists must be completely filled out to include the following: name, date, and a long list of other things that people may or may not read.

However, in the past six months, there's been an uptick in incomplete checklists. In a sample of 25 checklists, 14 checklists were missing important information. This issue coincides with a large company-wide influx of new hires coming from college in September. These new employees did not receive training on proper checklist documentation until six months later, when the annual training was conducted in February.

Risk

New hires could unintentionally provide incomplete information, and probably blow up the world.

Management Response

Pinky and the Brain will create an electronic onboarding training that includes checklist protocol for all new hires to complete within the first week of employment...and then take over the world. See how narratives can add some pizzazz (or just extra information)?? (Completion date: May 20xx)

Scan Column Format

Checklist Training for New Hires

Issue	Training is not conducted often to train people filling out checklists.
Criteria	Guidelines require that all sections in a checklist be filled out (don't judge the shadiness of this criteria – this is quick and dirty after all).
Evidence	In a sample of 25 checklists, 14 fields were missing information.
Root Cause	Training takes place annually without regard to new hires.
Risk	New hires could unintentionally provide incomplete information.
Management Response	We will create an electronic onboarding training that includes checklist protocol for all new hires to complete within the first week of employment. (completion date: May 20xx).