

QUALITY MANAGEMENT SYSTEMS TRAINING FOR NEW EMPLOYEES

(Full-time & Part-time Employees)

Meeting and exceeding our customers' expectations is why we are in business. ENPOINTE's Quality Management System has been installed so that we may effectively satisfy these expectations. As a new employee of ENPOINTE, you are required to complete Quality Management training in order to learn the major components of the Quality Management System and to understand your role in achieving customer satisfaction.

- ☐ Step #1: Complete the Quality Management Systems Training Course through Mindflash. **(Done with HR Manager on employees first day.)**
- ☐ Step #2: Review ENPOINTE Employee Intranet – All pages under 'Quality' are required. All others highly recommended. **(Done with HR Manager on employees first day.)**
- ☐ Step #3: Complete Department specific and Continuous Improvement SOP training with your Manager.

I have received the Quality Management System training described on this form

Employee Signature

Date

Manager Signature

Date

Please return this signed/dated form to Cristi Trost.