







Operation/Task:	Training Matrix for New Employee			Equipment:	None
Owner:	Vice President of Technology	Date Created:	4/15/15	Department:	All IT Staff
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for using the IT Training Matrix.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Objective: Provide baseline training to new employees of the ENPOINTE Information Technology Department. Such training will be provided by subject matter experts within the department following the outline provided in the form IT001 IT Department Training Matrix.		
2		Standard Operating Procedure: The hiring team manager and/or Vice President of Technology will use the IT Dept. Training Matrix to determine which training is appropriate for a new employee. Trainers will be assigned by the hiring group manager and/or Vice President of Technology, and all training will be logged on the matrix form. Completed forms will be retained by the hiring manager in personnel files for at least two years.		

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Frank Powell	4/15/15
Rev 2	Added Revision History table	Frank Powell	8/1/16
Rev 3	Revised Operation/Task name, Purpose, and Step 1 Objective and revised gray header titles	Frank Powell	5/15/20

Rev 4	Changed GLS reference to ENPOINTE in Step 1 Objective	Cristi Oakvik	3/9/21
Rev 5	Added verbiage to Step 1 What To Do	Frank Powell	8/31/23
Rev 6	Updated owner to Vice President of Technology	Mike Starrett	11/4/24

