

EXPEDITOR/TRAINEE REVIEW CHECKLIST

NOTE: *This document is being provided to you as a basic guideline and does NOT constitute legal advice. Before implementing anything discussed in this document, you should be familiar with your state's labor and employment laws. MGE is not responsible for any claims, real or otherwise associated with this write-up or any part thereof. As always, you are responsible for following the employment and labor laws (both Federal and state) applicable to your practice.*

Name of Expeditor: _____ Hire Date: _____

Review Date: _____ Named for post/area: _____

- ____ 1. Completed Office Orientation Checklist.
- ____ 2. Given an unalterable space to operate from.
- ____ 3. Given a work and study schedule that has exact times when new hire expedites (and where the person will be expediting), as well as exact times to study with 2 ½ hours per day of study.
- ____ 4. Given an exact written checklist of what to study and in what sequence, inclusive of keyword list, general staff manual, initial computer software training and MGE Online training videos.
- ____ 5. Posted as an expeditor/trainee. Expediting (ideally) in the area which they will be posted *while* completing study program as above.
- ____ 6. Assigned a supervisor who completed Daily Report forms and noted salient points ("did great today, "upset 3 patients today" (with specifics of course), "broke the photocopier today", etc.). HR collected daily and filed in Personnel File.
- ____ 7. Completed keyword list, general staff basics, basic video training on the MGE Online Training platform on basics such as ARC, selling basics, etc., as well as initial training on office computer software.
- ____ 8. HR and OM monitored the daily reports and found them acceptable.
- ____ 9. While expediting, new hire spent time each day to train and got through keyword list, general staff basics, basic video training on the MGE Online Training platform on basics such as ARC, selling basics, etc., and initial computer software training- all in the expected time needed to do so.

- _____10. If not performing well or unable to complete basic staff training in a reasonable length of time, then dismissed.
- _____11. Once through basic training, they were posted.
- _____12. Once on post, trained, checked out and drilled on the manual for their position. Continued to train them and use MGE Online Training Platform on basics related to their new post and monitor their learning and application.
- _____13. Apprenticed on their position.
- _____14. Eligible to send to MGE for training once proven that they can get products. Before being sent is told exactly what they are expected to learn and come back with knowledge and application of for the service they are sent for. Contact MGE if this info is needed.