

Shelter staff onboarding

Plan shadowing, supervised practice, and supervisor sign-off under your shelter's training requirements.

Make a copy. Replace bracketed text and change the tasks for your shelter.

Employee: [Name] Role: [Role] Supervisor: [Name]

Start date: [Date] First-month review date: [Date]

First shift

Task	Observed	Practiced	Ready sign-off
Facility tour and emergency contacts			
Individual access and approved record storage			
Shadow a welcome and bed update			
Shadow a shift handoff			

First week

Task	Observed	Practiced	Ready sign-off
Practice intake with supervision			
Reconcile the nightly census			
Use the approved escalation process			
Practice privacy and task follow-up			

First month

Task	Observed	Practiced	Ready sign-off
Review role-specific required training			
Demonstrate routine work with supervisor			
Review remaining questions and support needs			

Remaining training and next review

Task / support needed: [Next training step]

Owner: [Name] Due: [Date] Review date: [Date]