

Shelter staff onboarding

Fictional example in progress

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

Employee: Casey Role: Front desk Supervisor: Jordan Start: September 2, 2026

First shift

Task	Observed	Practiced	Ready sign-off
Facility tour and emergency contacts	Sep 2	Sep 4	Jordan Sep 8
Individual access and approved record storage	Sep 2	Sep 4	Jordan Sep 8
Shadow a welcome and bed update	Sep 2	Sep 4	Jordan Sep 8
Shadow a shift handoff	Sep 2	Sep 4	Jordan Sep 8

First week

Task	Observed	Practiced	Ready sign-off
Practice intake with supervision	Sep 2	Sep 4	Pending
Reconcile the nightly census	Sep 2	Sep 4	Pending
Use the approved escalation process	Sep 2	Sep 4	Pending
Practice privacy and task follow-up	Sep 2	Sep 4	Pending

First month

Task	Observed	Practiced	Ready sign-off
Review role-specific required training	Sep 2		Pending
Demonstrate routine work with supervisor	Sep 2		Pending
Review remaining questions and support needs	Sep 2		Pending

Remaining training and next review

Census discrepancy practice with Jordan by September 10. First-month review October 2; remaining tasks are not yet signed off.