

Employee Training Record

One record per employee. Add a line each time the employee completes training, then note when it needs to be repeated. Keep certificates and sign-in sheets in the employee file and write where they are in the Evidence column.

EMPLOYEE NAME

EMPLOYEE ID

JOB TITLE

DEPARTMENT OR LOCATION

MANAGER

HIRE DATE

DATE	TRAINING TOPIC	TYPE	TRAINER	HOURS	RESULT	EVIDENCE	NEXT DUE

Type: Orientation, On-the-job, Classroom, Online, Certification, Safety briefing. Result: Completed, Passed, Attended, Needs follow-up.

NOTES (OPEN FOLLOW-UP, ACCOMMODATIONS TO TRAINING FORMAT, RENEWAL DECISIONS)

REVIEWED BY: PRINTED NAME

SIGNATURE

DATE