



## Adult Protective Services New Caseworker Onboarding Checklist

The APS Onboarding Checklist is designed as a guide to support the APS supervisor and new caseworker. It provides sections of tools and guides to use throughout the onboarding process such as suggested resources and links to documents and websites that can help the supervisor and caseworker organize and track fulfillment of recommended onboarding steps; access to agency, local and state systems, and resources; and completion of APS core and agency training.

### Agency Resources

These are suggested steps to help a new caseworker get acclimated to their position and agency.

- Create a shortcut on the desktop to access forms/resources.
- Add reoccurring meetings to the caseworker's calendar.
- Provide contact information for the agency help desk.
- Review agency policies and procedures.