



Target Solutions

Online Safety & Policy Training Guide



Re-Implementation



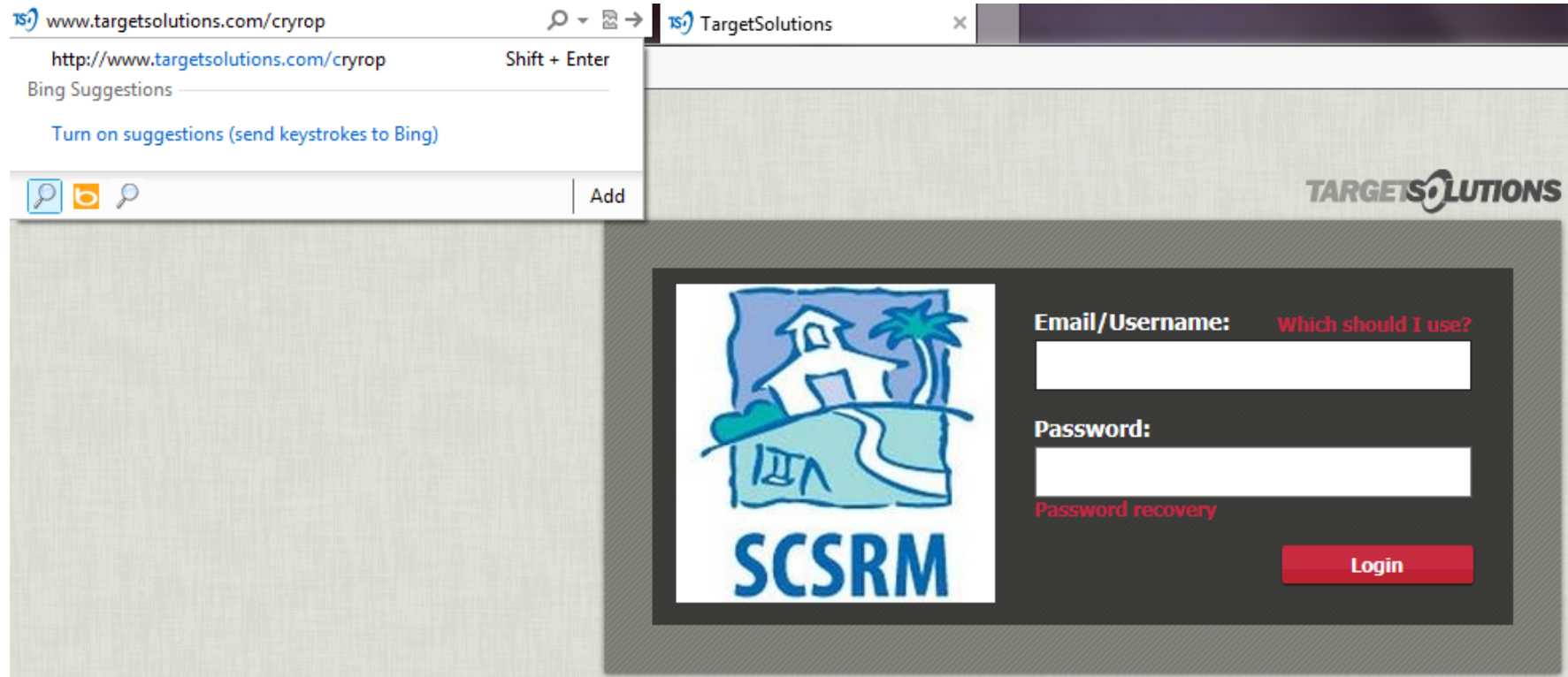
- Now that the dust has settled in HR, we will be re-implementing the use of the Target Solutions online training and policy review system.
- The system is the same you have used in the past; however, due to possible upgrades, may have a slightly different look.
- This guide will serve as a quick reference of accessing your account, viewing assigned trainings, test completions, and scores.

Accessing Your Account

- At the beginning of the year, all target solutions user names and passwords were re-set.
 - Your user name should be your CRYROP email account
 - Example: FIRSTNAME_lastname@cry-rop.org
 - Your password was re-set to **cryrop** (all lower cases, no spaces)
 - Once you log in, you will need to change your password to something you can remember; however, **please do not change your log in user name.**
- Go to www.targetolutions.com/cryrop

Log-In Screen

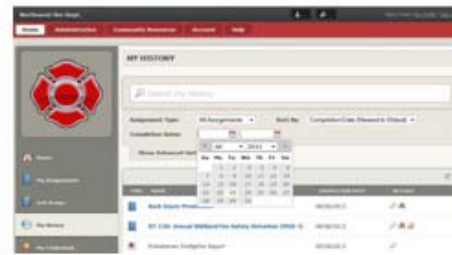
(www.targetolutions.com/cryop)



- Once you log in, you will need to change your user password.

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News



New Functionality in My History

An enhancement to the My History section of your account is now available. Finding completion records is a snap using our new search and filter capability. You can find completions by searching training titles and use Advanced Options to filter your entire training history. Check it out today!

Schedule

NAME	DUE DATE
Interviewing and Hiring Assignment	
ManageSmart Employment Practices Overview Assignment	
Understanding Employee Leave Assignment	

August 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Bulletin Board

Your health and safety are critically important to us. Effective training is the proven method to avoid accidents and workplace injuries. This new online training program is easy to use, convenient, and flexible around your schedule. Starting at the top left, you can quickly access selected courses by "mouse clicking" on the course title. Please note

- At the top of your home page, there is a link to **My Profile**

MY PROFILE

Account

Organization

Username tamara_irelan@cry-rop.org

Password



Edit

Email tamara_irelan@cry-rop.org (Validated)

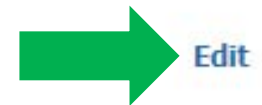
Edit

Security Questions Question 1: What is your Mother's maiden name?

Answer: [REDACTED]

Question 2: What was the name of your first pet?

Answer: [REDACTED]




Edit

- Once in your profile, you can change your password and security questions

Colton-Redlands-Yucaipa ROP Tamara Irelan | My Profile | Sign Out

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Under your home page screen, you can:

1. View your assignments
2. View your history
3. View your credentials (completions)
4. Self assign any trainings you would like to view

My Assignments

Colton-Redlands-Yucaipa ROP

Tamara Ireland | My Profile | Sign Out

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MY ASSIGNMENTS

TYPE	NAME	START DATE	DUE DATE	STATUS	DETAILS
	Interviewing and Hiring	Aug 7, 2013			
	ManageSmart Employment Practices Overview	Aug 7, 2013			
	Understanding Employee Leave	Aug 7, 2013			

Home

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- Under the **My Assignments** tab, you can view your pending assignments, the start date, due date and the status of your training (if you have started, or completed)
- **Select an assignment to begin the training by clicking on the assignment link**

Viewing an Assignment

TARGETSOLUTIONS


Introduction ▶

Objectives

After successfully completing this course, you will understand:

- ✓ the fundamentals of conducting an effective interview
- ✓ how to avoid creating a liability in the hiring process
- ✓ good, bad, and illegal interview questions

The hiring process leads to more discrimination claims than any other employment practice.



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[Read video script](#)

TARGETSOLUTIONS ▶

Table of Contents

- Lesson 1 - Preparing for the Interview
- Lesson 2 - Interview Questions: The Good, the Bad and the Illegal
- Lesson 3 - Conducting an Effective Interview
- Lesson 4 - Federal Equal Employment Opportunity (EEO) Laws
- Lesson 5 - The Americans with Disabilities Act (ADA) and Hiring
- Lesson 6 - Background Checks
- Lesson 7 - Wage/Salary Determination
- Lesson 8 - Extending an Offer
- Summary - Summary

Ask a Question

Notes

About This Course

Settings







Help

Quit

Interviewing and Hiring - 1 of 28

- Once loaded, the video training should start automatically. You have the ability to pause the training as needed; or you can stop and resume the training where you left off.
- Each lesson is sectioned, and some that require a test will list a test after the tutorial.

MY ASSIGNMENTS

TYPE	NAME	START DATE	▼ DUE DATE	STATUS	DETAILS
	Interviewing and Hiring	Aug 7, 2013		Started	
	ManageSmart Employment Practices Overview	Aug 7, 2013			
	Understanding Employee Leave	Aug 7, 2013			

- Once you start an assignment and quit, it will show up on your assignments page as “started”
- Resuming the assignment will place you back where you left off
- Once you complete an assignment, it will show as completed and alert Human Resources that you have completed the assignment.

Benefits to Target Solutions Training

- **Policy review**
- **Safety training**
- **Learn new skills**
- **Lower liability risk for CRYROP**
- **Meet state requirements**
- **Training can be done at your own pace**
- **Teachers can use trainings to show their students**

FAQ's

- **How often will I have to do training?**
 - Every month you will be assigned a new module.
- **How many trainings will I have to do?**
 - 8 total for teachers and 9 total for support staff in 2013-2014; no more than 1 hour a month.
- **Why do I have to do these trainings?**
 - Most of these trainings are required to comply with our risk management insurance ; some are state level mandates.
- **What if I do not have time to complete the trainings?**
 - Work with your supervisor. For teachers, collaboration time and alternative schedule days can be used. For support staff, your supervisor will support you in fitting these into your schedule.
- **When will the training be scheduled?**
 - Each month a new training will be assigned as indicated on the schedule. You will also receive an email notification after each training is assigned.
- **I forgot my username or password**
 - Your user name should always be your CRY-ROP email address. Do not change your user name. Contact Tamara Irelan x 105 for user name, password and login assistance.
- **I have time, can I do more assignments?**
 - Complete assignments that are assigned to you. Check with your supervisor to request additional modules.

Questions??

