

## Information Security Awareness Training Checklist

Employee Name: \_\_\_\_\_

Training Start Date: \_\_\_\_\_

Training End Date: \_\_\_\_\_

Competencies:	Employee Initials	Trainer Initials
1. Demonstrate knowledge of secure password management		
2. Demonstrate knowledge of computer security		
3. Identify methods of physical security		
4. Demonstrate knowledge of proper confidential information handling		
5. Recognize risks associated with storage media and portable computers		
6. Recognize risks associated with using the Internet		
7. Identify types of unauthorized programs		
8. Recognize social engineering attempts		
9. Recognize email threats		
10. Recognize phishing attempts		

### Standard Security Precautions

1. Promise to not divulge login IDs and passwords
2. Create quality passwords according to company standard
3. Lock terminal when not present
4. Report suspected violations of security
5. Maintain good physical security (locked doors, private keys)
6. Conform to laws and regulations
7. Use IT resources only for authorized business purposes

Employee Signature: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Refresher Course Due Date: \_\_\_\_\_

(Refresher course must be within 1 year of training end date listed at top of this form.)