



## New Employee Checklist for Supervisors

Employee: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Division: \_\_\_\_\_  
Department: \_\_\_\_\_

*The following checklist will help the department and supervisor prepare for the arrival of the new employee. Refer to the following only as a guide – not all information will be relevant for all new hires, likewise, additional information may need to be added.*

### **Before the Employee's First Day:**

- Order any new furniture needed for the workspace
- Order keys
- Purchase basic office supplies and have on desk
- Order computer equipment and supplies if needed
- Have computer software installed on computer
- Order new user IDs and passwords as needed
- Check that phone number is registered to the new employee
- Place applicable reading materials on desk – telephone/voice mail system and procedures, policies, departmental specific information
- Update departmental website with new employee's contact information
- Organize paperwork to order a Procurement card as needed
- Prepare a "First Week" schedule of meetings and tasks that the employee can refer to during the first week of employment (include a meeting with the immediate supervisor, a lunch with one or more members of the department)
- Have the employee review the Online Orientation
- Schedule the employee for the in-class University Orientation (third Friday of each month)

### **During First Week(s) of Employment:**

- Work schedules, breaks, overtime/comp time provisions
- Requesting time off
- Job duties
- Performance expectations and appraisals
- Functional organizational chart (department/division)
- Functions of department, units within and individuals
- Interrelationships with other departments
- Equipment use and access
- Telephone use
- E-mail account and usage
- Emergency notification information
- Inclement weather procedure