# New Employee Checklist – Supervisor

This checklist is for your use only – it is not required to send this to Human Resources. We want to ensure the new employee feels welcomed and that we are completing all steps of the on-boarding process in a timely fashion. Please utilize this checklist to assist you in this process.

## Employee Information

<table>
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<tr>
<th>Name:</th>
<th>Start date:</th>
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<tr>
<th>Position:</th>
<th>Supervisor:</th>
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## Prior to Start Date
- [ ] Notify department of new employee’s start date
- [ ] Complete the IT Computer Account and Data Access Request form
- [ ] Contact Marketing for business cards and name tag, if applicable
- [ ] Set up workspace, including:
  - Phone (with instructions for setup and campus directory)
  - Computer
  - Office supplies
  - Keys
- [ ] Develop agenda for new employee’s first week. Examples of items to include:
  - Campus tour
  - One-on-one training with members of the department
  - Meeting with others across campus that your new employee will interact with
- [ ] Assign buddy or mentor, if wanted / needed, to review items such as dining locations on or off campus, parking locations, where and how to locate important information on the website, etc.

## First Day
- [ ] New Employee Orientation from 8:30 AM – 12:00 PM to review employment paperwork, benefits, receive an ID, parking pass, and Technology Orientation
- [ ] Introductions to department
- [ ] Lunch with department

## Week One
- [ ] Review job description, responsibilities and initial assignments
- [ ] Set department standards and expectations, including use of equipment
  - Computer applications (shared drives, phone
  - Systems training (Banner, Argos, 25Live, etc.)
- [ ] Review compliance training and deadlines, as well as:

## First Month
- [ ] Develop ongoing training plan and review opportunities for professional development
- [ ] Review Performance Communication Process

## Continued Engagement
- [ ] 30, 60, or 90 day check in