

# Supervisor Onboarding Checklist

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

Position: \_\_\_\_\_ Email: \_\_\_\_\_

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

Start Date/Semester: \_\_\_\_\_

## Section 1: **Before** First Day on the Job

### **Logistics – supervisor:**

- Assign office space or work area
- Provide basic office supplies
- Office key available
- Schedule appointment with IT for employee's first day to work through computer logins (i.e. email, Multi Factor Authentication, D2L)
- Arrange for signage on door/cubicle, if needed
- Order Business Cards –Purchasing and Payroll Clerk
- Order Name Tag – Executive Assistant to the President

### **Requests to Information Technology from supervisor:**

- Computer and software needs
  - request all software, programs access and shared drives needed if possible
- Telephone

## Section 2: **First Day**

The new employee's supervisor is responsible for the new employee's orientation on the first day of work. The following items may be appropriate, depending on the person's role and responsibilities.

### **First meeting with supervisor**

- Review position description and expectations of the position
- Orientation to the work unit (what we do, how it fits with the organization mission)
- Orientation to the job (what you will be doing, how it fits into the unit and organization mission)
- Key policies and work procedures
  - Work hours, breaks, call-in expectations, dress standards, etc.
  - Equipment usage
  - Physical Keys
- Introduction to immediate coworkers and department resource
- Orientation to college/department/institution structure
- Which listservs and SharePoint sites at system office should new employee be added

### **Campus Community Logistics – department mentor will help with:**

- Office equipment (how to use phone, copier, etc.)
- Location of first aid kits
- Evacuation plan/emergency exits/fire drill protocol.
- Tour of office space/campus

## **Section 3: First Week**

### ***Logistics***

#### ***Second meeting with supervisor:***

Work expectations:

- Review specifics of position description, performance expectations, evaluation process
- Discuss probationary period and evaluation process
- Training and development opportunities: What do you need now? What do you need in the first year?
- Department protocol (how phone is answered, e-mail signatures, etc.)

Review procedures:

- How to request vacation time
- Sick leave policies and call-in/notification procedures
- Overview of work processes (purchasing procedures, expense reimbursements, travel reimbursement, college credit card if authorized, submitting invoices etc.)
- Vehicle use policy and driver's license check
- Introduce and/or reiterate data privacy and employee code of conduct rules