Supervisor Checklist for New Employees

The welcome and orientation to your department will leave lasting impressions on new employees. These impressions will contribute to favorable work habits and attitudes. The following checklist contains suggestions that are prerequisite to a positive start.

Before the Employee Begins Work

- Confirm the starting date.
- Schedule a brief period for department orientation at the beginning of the first day.
- Prepare the work area including:
  - desk
  - needed supplies
- Prepare the training schedule if applicable in detail for the first several days. If possible, introduce employee to a “buddy” in the department to assist.
- Prepare the working schedule in detail for the first several days.
- Coordinate preparation of initial paperwork with employee and Human Resources.
  - I-9
  - Personal Data Form
  - Direct Deposit Form or Pay Card Application
  - Benefit Enrollment
  - Payroll Tax Forms
  - Employment Application

After the Employee Begins Work

- Extend a friendly welcome. Answer any of the new employee’s initial questions.
- Indicate the location of restrooms, bulletin boards, cafeteria, fitness center, bookstore, etc.
- Discuss time of arrival and departure, departmental rules of governing lunch periods, breaks, etc.
- Introduce the new employee to other members of the work unit.
- Introduce the new employee to personnel in areas related to the work unit.
- Review with the new employee an organizational chart of IU Northwest explaining:
  - The major functions performed by this unit.
  - An overview of the functions of other units.
- Provide the employee with a copy of the Position Description explaining:
  - The duties of the position.
  - The performance expectations of the position.
- Arrange for someone to take the new employee to lunch.
- Provide training in use of the telephone and voice mail systems:
  - Give a copy of campus telephone directory
  - Have new employee inform campus switchboard of name and extension
- Obtain a network password and smartcard, if applicable.
- Explain the network functions to the new employee.
- Explain how the new employee can obtain a parking permit and where parking is located.
- Explain how to complete time sheets / PTO record cards.
- Explain pay periods and pay checks.
- Meet with Manager, Payroll/Benefits
- Obtain an office key for the new employee from Physical Plant
- Explain where to obtain a campus ID
- Arrange for a tour of the campus with the employee's department.
- Explain where and how to purchase office supplies, equipment, etc.
- Training:
  - OneStart
  - FIS, if applicable
  - Computer Training by IT
  - PeopleSoft, if applicable
  - IUIE
  - Other - as scheduled

Follow-up

- Meet briefly with new employee at the end of the first day.
- Meet briefly with new employee at the start of each day during the first week.
○ Continue to follow-up with new employee on a periodic and consistent basis.
○ Follow-up as necessary to assure good adjustment to the job and IU Northwest.