

Supervisor Checklist- New Hire

Position: _____ **Employee Name:** _____

After Background Check is Completed, Complete and Review New Hire Form:

- NEW HIRE FORM -- All Sections complete - **including**
- Hire/Start Date and Contract End date if applicable
 - Annual Salary or Hourly Rate
 - Account Number
 - Remarks – if any
 - Send to Division Head, VP for Finance and Human Resource Department

Items to complete before new employee arrives on campus:

Forms:

- Please make sure that new hires (FT/ PT) have completed the full New Hire Packet and returned it to HR (New Hire forms are available on www.my.francis.edu- employee info tab)
- If New Hire is FT, have them meet with HR to complete benefit enrollment paperwork.

Work orders : Link to work orders on www.my.francis.edu- right side

- IT work order to set up phone, extension, and voice mail for new employee
- IT work order to request access to O drive files that only your dept. has access to
- Maintenance work order to have any furniture moved in office
- Maintenance work order to have a key made for new employee

Once all new hire paperwork is completed by the employee, HR enters new employee in the system and contacts IT services. IT services will send Supervisor the User Name and Password for the new employee.

Have employee sign in to www.my.francis.edu and complete :

- Local Tax Form
- Register Car with University Police
- Sign up for Rave

Have employee go to University Police to get Campus ID

First Day on the Job:

Give a warm welcome and discuss the plan for the first day

Tour the employee's assigned work space

Explain where rest rooms, refreshments, and break areas are located

Provide required keys

Arrange to have lunch with the new employee

Tour the building and immediate area and introduce the new employee to other staff members

Introduce the new employee to the person you've identified as a buddy (if appropriate)

Review job description

Review the department's (or office's) organizational chart and explain its relationship to campus

Review your office's policies and procedures including:

- Working hours
- Telephone, e-mail, and internet use
- Office organization (files, supplies, etc.)
- Office resources (directories, dictionaries, style manuals, computer program manual, staff listing, etc.)
- Staff meetings
- Accountability
- Customer service philosophy
- Confidentiality
- Ethics

During the First Week:	
	Review employee work area to ensure needed equipment is in place
	Set up a brief meeting with the employee and the assigned buddy to review the first week's activities (if appropriate)
	<p>Schedule meeting with Department Personnel Manager to:</p> <ul style="list-style-type: none"> ○ Complete required paperwork ○ Review personnel policies and procedures ○ Learn about benefits (health & life insurances, select benefits, etc.) ○ Schedule Campus New Employee Orientation(if it has not been scheduled) ○ Explain time cards ○ Review vacation/sick/personal leave policies <p>Have appropriate office personnel review:</p> <ul style="list-style-type: none"> ○ After-hours and weekend office access ○ General review of accounting (if appropriate) ○ Journal voucher (If appropriate) ○ Travel and reimbursement ○ Diners Club credit card ○ Campus mail services ○ Office supplies ○ Copy machine and fax use <p>Review office safety issues:</p> <ul style="list-style-type: none"> ○ Computer competency with CAL PACT self-assessment tools (If appropriate) ○ Overview of policies and procedures, including confidentiality and software piracy issues ○ Assess knowledge of department's hardware and software
Within First Month of Employment	
	<p>Meet with employee to review:</p> <ul style="list-style-type: none"> ○ Job description ○ Performance standards ○ Work rules
	<p>Send employee to New Employee Orientation to review:</p> <ul style="list-style-type: none"> ○ Campus culture ○ Campus structure ○ Health and safety ○ Campus tour ○ Benefits overview <p style="text-align: center;">Check to be sure employee has signed up for benefits prior to enrollment deadline</p>
Within Six Months of Starting:	
	Revisit performance standards and work rules
	Schedule performance appraisal meeting