New Employee Checklist: Supervisor’s Department Checklist for Orienting New Employees

Supervisors: This optional checklist has been designed to assist you in helping new employees to get acquainted with the department. It can serve as a tool for communicating all relevant department-specific practices, procedures, position responsibilities/expectations, and other essential information.

Reminder

As per federal law, all new employees must complete an I-9 Employment Eligibility Verification form on the first day of employment but no later than the third day of employment.

Welcome

- Tour of department
- Introduce co-workers
- Location of restroom/break area
- Location of work area
- Explain parking/building security (keys)
- Ordering supplies procedure (If applicable: business cards; name plate for desk, etc.)
- Telephone procedures
- Department practices/procedures
- Parking Procedures (USA Tag Procedures—if applicable)
- Department mission/goals
- Department calendar
- Department organizational structure
- Department’s service philosophy
- Department meetings & events
- Department phone list
- Department bulletin board
- Department exit/evacuation plan

Employee’s Position

- Job description/responsibilities
- Essential department personnel during emergencies
- Job goals/objectives/projects
- Work hours/breaks
- Call in procedures (sick, emergencies, etc.)
- Department paperwork (time sheet, etc.)
- Salary rate, grade, pay schedule
- Department mailing address
- Use of computer systems (E-mail, etc.)
- New employee’s E-mail address
- Department vacation procedures

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Safety/Environmental

- Department safety/environmental issues
- University Emergency Response Plan
- Department maintenance/potential hazard concerns
- Procedures for reporting on-the-job injuries

Employee’s Career Development

- Probationary period/performance evaluation
- Opportunities for promotion/transfer
- Training opportunities
- Professional associations (if applicable)

Comments_______________________________________________________________

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