

Supervisor's Checklist for New Hire

Name of New Hire _____

Position _____

Date of Hire _____ First Day in Office _____

Before Employee Arrives:

- Notify Department employees that _____ is _____'s first day
- Create first day and first week agenda
- Acquire appropriate keys from Security.
- Make sure work area is prepared to welcome the new employee
- Consider a balloon bouquet from the bookstore or another appropriate welcome gift for employee's desk.
- Send Jaime Hill a list of supplies needed for desk, office etc. (we will be taking them to the bookstore during orientation).
- Schedule brief meetings periodically throughout the first 90 days on your calendar to meet with the new employee to review work and progress.

Once Employee has arrived:

- Introduce Employee to Divisional Vice President or School Dean
- Give employee departmental tour
- Give employee first week agenda
- Assign meaningful tasks, at a moderate pace
- Encourage the new employee to keep a list of his/her questions
- Employee will have computer training with Debi Sloan from the Helpdesk at _____ on _____.
- Employee have telephone training with _____ at _____ on _____