

Checklist for Supervisors of New Hires

Name of New Hire _____

Position _____

Date of Hire _____ First Day on the Job _____

If enough lead time, complete before employee arrives:

- Notify Department employees that _____ is _____'s first day
- Create first day and first week agenda
- Acquire appropriate keys from Security
- Submit online work request to Administrative Computing, requesting a CARS login for your new employee
- Order desk plate/name plate through Facilities Services work request on portal. The name tag will be requested automatically by HR.
- 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

Complete once employee has arrived:

- Introduce employee to Divisional Vice President or School Dean
- Give employee departmental tour
- Give employee first week agenda, assigning meaningful tasks at a moderate pace. Encourage the new employee to keep a list of his/her questions
- Schedule GroupWise training with Debi Sloan
- Schedule telephone training with Pam Maynard
- Set up P-Counter accounts with Marilyn Elliott
- If an MVNU credit card will be issued, work with Theresa Shanyfelt to get an account set up
- If MVNU driver's certification is needed, work with Campus Safety on scheduling the exam
- Schedule training with Accounting, Printing & Mailing, Administrative Computing (CARS) or other departments if needed for that position.
- Schedule brief meetings periodically throughout the first 90 days on your calendar to meet with the new employee to review work and progress.
- Schedule the 90-day employment review