

SUPERVISOR'S CHECKLIST

Employee's Name _____ Date Employed _____

Position Title _____ SSN _____

Department _____ Supervisor _____

End-of-Orientation Performance Appraisal Due Date _____

By providing the following information, you will help your new employee become oriented to your department more quickly. Please check mark to indicate you have reviewed and discussed the following with your employee:

1. ___ Establish what name the new employee prefers.
2. ___ Personal introduction to fellow employees by the supervisor.
3. ___ Tour of the work area (rest rooms, time clock, water fountains, employee bulletin boards, vending machines, coat racks, lockers, first aid supplies, fire exits, employee entrances, etc.).
4. ___ Explanation in mission/goals of the department/college/division.
5. ___ Explanation of the departmental policies (time cards, smoking regulations, dress, telephone use, lunch/work break periods, work schedules, work rules, injury problems, fire, etc.).
6. ___ Explain the chain of command.
7. ___ Explanation of the general purpose and functions of department, emphasizing the importance of team work in providing superior service and support to faculty and students.
8. ___ Explanation of the interrelationship of department to other departments/divisions/colleges (organizational charts are helpful).
9. ___ Assist employee in obtaining parking permits and explain parking restrictions.
10. ___ Review of job responsibilities and position description (provide employee with copy of job description).
11. ___ Identify tasks employee will perform daily, and discuss desired results.
12. ___ Review promotion and advancement opportunities and procedures.
13. ___ Explain the program available to employees with personal problems (REFER Program).
14. ___ Explain the procedure for handling complaints within the department.
15. ___ Important: Provide a precise work assignment on the employee's first day, along with a full explanation of where to go for assistance. (This gives the employee a sense of achievement and accomplishment on the very first day.)
16. ___ Schedule an informal discussion with employee at an appropriate time just prior to the end of the day:
 - A. Get employee's impression of his/her first day.
 - B. Give the employee feedback concerning his/her job performance this day – be as positive as possible, but be honest.
 - C. Give assurance; express confidence (if appropriate).
 - D. Show understanding; listen patiently.
 - E. Leave employee with the understanding that there will be adequate and friendly supervision. Encourage him/her to continue to ask questions when unclear.
 - F. Discuss what training programs or seminars available through Human Resources Development may be beneficial to the employee. Call and enroll the employee in appropriate seminars if available. (Contact HRT&D at 257-9623)