

SUPERVISOR'S CHECKLIST
Second day through end of first two weeks

1. ____ Review the employee's pay rate, payday schedule, and departmental salary increase policies/procedures.
2. ____ Explain orientation and training period.
3. ____ Review importance of regular attendance and punctuality – how to submit absence forms, what records are kept, importance to department, and effect of employee's progress.
4. ____ Review the process for illness, absence and tardiness notification, vacation accrual and scheduling. Discuss overtime procedures and holiday schedules.
5. ____ Review with employee the policy on disciplinary action for violation of the rules.
6. ____ Discuss why the employee's job is important to the department.
7. ____ Provide employee with a copy of the department's performance appraisal form. Review it and discuss the position's expected standard of performance. Let the employee know what constitutes a job "well done."
8. ____ Inform the employee of safety practices.
9. ____ Introduce employee to key administrators, deans, directors, and managers.
10. ____ Introduce employee to the United Way coordinator for your department. Discuss payroll deduction procedures used for United Way contributions.

On-going/Continual Discussions

1. ____ Observe employee's work performance and inform how well he/she is learning new job.
2. ____ Discuss importance of the department's image, of providing quality customer service and the teamwork concept in dealing with other departments.
3. ____ Discuss ways in which the job performance can be improved.
4. ____ Encourage employee to continue to ask questions whenever he/she is unclear.
5. ____ Point out employee's strong points and commend the employee for good work. Emphasize importance of excellent service, friendliness, and hard work.
6. ____ Inquire about and discuss difficulties that employee has with the job. Ask what things you could do to help.
7. ____ Set up a designated time period, perhaps weekly, to meet with employee to discuss his/her questions and concerns in the first few months of employment.
8. ____ Encourage the employee to provide outstanding support and excellent service to students and faculty.

NOTE: Be sure that all applicable checklist items have been explained to new employee as indicated by the checkmark.

I have reviewed and discussed all applicable checklist items with employee.

Supervisor's signature: _____

Date: _____

Department: _____

Phone: _____

This form should be kept in the Employee's Departmental File.