

SUPERVISOR'S CHECKLIST

Employee's Name _____ Date Employed _____
Position Title _____ CWID _____
Department _____ Supervisor _____
End-of-Probation 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 of the mission/goals of the department/college/division.
5. _____ Explanation of 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 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/division/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 no personal contact with students policy.
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 them to continue to ask questions when unclear.
 - F. Discuss what training programs or seminars are available.

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