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| wsu_logo_horizontal_black_rgb.jpg | **Supervisor Checklist**  **for New Employee**  Rev. 01/13/2017 |

Please use the following form to document your new employee’s orientation and send to Human Resources, Box 15. Not all items may be applicable to every employee (write “N/A”).

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| **Employee Name:** |  | **myWSU ID:** |  |
| **Start Date:** |  |

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| **Supervisor Name:** |  | **myWSU ID:** |  |
| **Department Name:** |  |

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| **BEFORE EMPLOYEE ARRIVES** | |
| **ACTION** | **DATE COMPLETED** |
| Make desk file for employee information |  |
| Notify department employees and encourage support |  |
| Prepare schedule for employee's first 2 weeks |  |
| Make copy of job description and department's org chart |  |
| Ensure a copy of department guidelines is available |  |
| Schedule time to meet with employee during first week |  |
| Order computer, software |  |
| Ensure work station is clean and stocked |  |
| Call Telecommunications to change desk phone header and voicemail password |  |
| Arrange for building keys |  |
| Schedule time to have lunch with employee on first day |  |
| Explain parking availability to new employee |  |

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| **NEW EMPLOYEE ORIENTATION- FIRST DAY** | |
| **ACTION** | **DATE COMPLETED** |
| Ensure employee attends New Employee Orientation on first day of employment to complete hiring paperwork, obtain Shocker Card, learn about benefits and provide vehicle information for parking ticket exemption. **Must be completed on first day of employment.** |  |
| Supervisor (or designee) meet employee for provided lunch 11:45am-1pm |  |

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| **NEW EMPLOYEE ORIENTATION – FIRST WEEK** | |
| **ACTION** | **DATE COMPLETED** |
| Discuss schedule for first day |  |
| Introduce employee to internal/external staff |  |
| Tour office, including restrooms and break areas |  |
| Explain break room policies (food storage and community utensils) |  |
| Explain break rules, including lunchtime and smoking policies |  |
| Review job description and org chart |  |
| **ACTION** | **DATE COMPLETED** |
| Review telephone, long distance card, fax, e-mail, calendar use |  |
| Review department guidelines |  |
| Explain pay/timekeeping procedures |  |
| Explain attendance guidelines, call-in procedures and requests for time off |  |
| Explain work schedule and office hours |  |
| Explain mail (incoming/outgoing) |  |
| Explain purchase orders |  |
| Explain building access and keys |  |
| Explain office open/close procedures |  |
| Explain office supplies and office equipment |  |
| Explain building safety and emergency preparedness (tornado, fire) |  |
| Explain dress code |  |
| Explain travel procedures |  |
| Explain how/where to save items on computers, networks, etc. |  |
| Enroll employee in on-campus trainings such as: Campus Safety & Social Responsibility, CSA/RE, FERPA, Care Team, Preventing Harassment & Discrimination, Banner, etc. |  |
| Record greeting/voicemail on office phone |  |
| Set up email signature |  |
| Explain Outlook calendar procedures |  |
| Discuss University and dept. missions |  |
| Ensure employee will review WSU policies and procedures (<http://webs.wichita.edu/inaudit/tablepp.htm>) |  |
| Explain performance evaluation process and expectations |  |
| Discuss employee’s overall first impressions |  |
| Schedule a planning session for performance management process |  |
| Order office equipment and supplies |  |
| Order business cards and/or uniforms |  |
| Order name tag and/or ID badge, name plate |  |

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| **NEW EMPLOYEE ORIENTATION – FIRST MONTH** | |
| **ACTION** | **DATE COMPLETED** |
| Accommodate for employee completion of benefits enrollment with HR (30 days from start date) |  |

My supervisor has discussed the above topics with me.

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| **Employee Signature:** |  | **Date:** |  |

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| **Supervisor Signature:** |  | **Date:** |  |

**Please send completed form to Randi Lindquist in Human Resources, Box 15, no later than 2 weeks after beginning employment.**