

## Supervisor Checklist for New Hires

You can have the biggest impact on new talent to Wright State University. Be intentional with how you onboard a person to your department and make this a great place to work. The following checklist is a designed to support you and your employee, to accustom the new employee with the department and the university, and to effect immediate engagement of your new talent. This checklist can help your employee get off to the "*Wright*" start.

The following information should be completed **PRIOR to the First Day.**

**Employee Orientation:** The new employee must register to attend New Employee Orientation, which will occur on the first day of employment.

- Verify with Department's [Human Resources Operations Analyst](#) that employee is registered to attend orientation.

\_\_\_\_\_ is registered to attend orientation on \_\_\_\_\_.  
(Employee Name) (Orientation Date)

\*Sessions will be from 8:15 am – 4:00 pm and will provide university information to new employees.

### Environmental Health and Safety Training:

- Complete the on-line environmental health and [Safety Training Questionnaire](#) to determine what safety related training is required for the employee based on the employee's job duties or contact EHS to discuss training needs.
- Schedule with EHS a time for the new employee to receive applicable safety training.

### Paperwork:

- Update the department's organization chart to include the new employee.
- Paperwork for system, network, and phone access should be completed prior to the start date or as quickly within the first week as possible. Complete a [Computer Account Application](#).
- Telephone number
  - Voicemail
  - All department or team shared drives or network locations
- An agenda for the first week (how employee will spend their time) should be created to show the new employee that you are prepared for their arrival and focused on ensuring a smooth & welcoming transition.

**Clean and Prepare the Workspace:** A new employee should enter an environment that looks prepared for their arrival.

- Office Supplies:** Provide initial supplies (pens, pencils, tape, stapler, note pads, post it notes, paperclips, etc.) to the employee.
- Clean and Prepare Workstation:** The workstation of the new employee should be clear of clutter, old paperwork, garbage, etc. The area, desk drawers and shelves should be empty and clean.
- Identification:** Order business cards, name tag, and/or name plate from Printing Services, or leave order process on desk for completion.
- Additional Resources:** Gather any resources (i.e. voicemail instructions, campus maps, point of contacts...) needed for the job.
- Other:**

**Prepare other Team Members for Employee's Arrival:** It is important to inform the new employee's co-workers of their arrival date.

- Send an e-mail or post an announcement for team members about the new employee's arrival. Include individuals in other departments who will be working with the new employee.
- Talk with current team members about the new employee's role and responsibilities.
- Make lunch plans for the first few days, if possible.
- Update internal telephone lists as needed.
- Remind team to update e-mail groups.
- Identify at least one individual who is willing to act as a mentor/guide for the new employee. Determine that person's role.

### On the First Day

- Make sure the new employee knows where to go for New Employee Orientation

The following information should be completed **On the Second Day**.

- Personally welcome the new employee when he or she arrives.
- Describe the department orientation plan for the first few days.
- Have employee sign any forms required to obtain the tools for their job.
- Stress the importance of service to students.
- Ask a co-worker to take the new employee to break and lunch on the first day at work. Suggest places available for breaks and lunches. Explain use of campus eating facilities.
- Discuss the new employee's role and expectations.
- Allow time to set-up workspace, voicemail, e-mail, etc.
- Give a simple initial work assignment.
- Meet with the new employee at the end of the day to answer any questions and to find out how the first day went.

The following information should be completed within the **First Week**.

**Work Responsibilities and Assignments:**

- Position Description:** Provide the employee with a copy of their position description and review it with them.
- Work Assignments:** Arrange for specific work assignments and assist in initial performance.
- Job Assistance:** Designate a person that the employee may call for questions, clarification, and future assistance. May be the same person assigned to be new employee's mentor.
- Quality:** Discuss departmental quality standards and expectations. Provide any written documentation, if applicable.
- Records:** Show employee where to locate any records or files necessary for the job. Explain confidentiality policy and how to handle confidential information and records.
- Standards of Conduct:** Review acceptable and unacceptable performance and behaviors and how it is handled.
- Issues and Concerns:** Discuss the department policy regarding issues and concerns related to work responsibilities and assignments. Provide to whom the employee should talk to and the process of expressing issues and concerns. Explain "open door policy."
- Safety Training:** Ensure required [Environmental Health & Safety Training](#) is provided.

## Work Environment:

- Co-workers and supervisors:** Introduce and explain their work relationships. This will help provide a clear understanding of roles and responsibilities.
- Contacts:** Distribute a staff list with telephone numbers, e-mail addresses, etc. Include a list of main contacts for employee's position with a basic description of what the individual does.
- Department's Organizational Chart:** Explain the department's organization chart, which should be updated to include new employee. Explain organization, stating names, titles, and responsibilities.
- Campus:** Provide new employee with a [Campus Map](#) and a map of the tunnel system. Show and describe the location of the department's building in relation to other buildings on campus. Inform employee of the location of other buildings that may be needed.
- Department Building:** Give a tour of the department building including other work stations, stairs, elevators, restrooms, emergency exits, break room, vending machines, etc.
- Dress:** Explain any dress requirements and/or acceptable dress for the department. For example: uniforms, business professional dress, business casual, casual Fridays, etc.
- Emergency Evacuation Procedure:** Explain emergency evacuation procedure, safety policy, and locate emergency exits and fire extinguishers. Inform employee of "outside meeting place" in case of fire or other emergency.
- Equipment:** Explain the use of office equipment (i.e. telephone system, how to access computer, software, and other equipment, etc.). Locate office supplies and inform employee on how to order, and/or whom to contact.

## Work Procedures and Policies:

- Emergency Contact:** Determine how to contact the employee during non-working hours.
  - Parking and ID card:** Explain the use of parking facilities, the difference between student and staff parking spaces, and location of lots most convenient to the department. Explain Wright1Card, its purpose, and uses (i.e. parking gates, library card, dining card, etc.).
  - Pay Stub and Timecard:** Explain when and how pay advices are distributed. Provide an explanation of WINGS Express and how to access pay stub and/or timesheet.
  - Keys and Access Codes:** Provide any necessary equipment, access codes, etc. Be sure to provide any keys to office, desk, cabinets, etc.
  - Computer Use:** Explain any restrictions and expectations related to use of the computer for personal use, internet access, computer games, email, etc.
- Computer Security:** Explain and discuss [Wright State's IT Security Policy](#). (ensuring confidential information is shared in secure manners, virus protection, etc.).
- Telephone:** Explain how the telephone etiquette and departmental practices for telephone usage and personal calls. Explain how to set up voicemail and any requirements for voicemail message.

- Cell Phones:** Explain any restrictions, if appropriate, related to cell phone use during work hours, breaks, and/or lunch. Explain any restrictions related to use of text messaging. Inform employee of university option for text messaging during an emergency through [Wright Alert](#).
- Noise Level:** Explain any restrictions, if appropriate, related to talking with co-workers or the use of radios, iPods, or MP3 players.
- Smoking Policy:** Provide University [Smoking Policy](#) and information.

## Work Schedule:

- Time off Situations:** Review when and who to call when absence is necessary due to personal emergencies or immediate need for time off. Explain procedure for requesting time off and how to fill out vacation/sick leave request forms and from whom to request leave.
- Inclement Weather:** Discuss inclement weather and whether the employee is identified as an emergency employee or an essential employee. Explain where employees can obtain information concerning closure of the university through [Wright Alert](#).
- Timesheet/Leave Report Completion & Submittal:** Explain departmental time reporting procedures, the completion of timesheets or leave reports in WINGS Express, and deadlines for submissions. Review the [Payroll Schedule](#) the employee received at New Employee Orientation or provide them with a copy.
- Work Days:** Provide information on work schedule and hours. Explain any exceptions and reasons for them. Discuss the [Holiday Schedule](#) and [Winter Leave Policy](#).
- Overtime/Comp Time:** Discuss process and authorization required for overtime and/or compensatory time, if applicable.
- Meals and Breaks:** Review length of lunch and breaks and how the time schedule works. Review specific times for lunch and breaks, if designated. Review information on what is available for lunch and breaks (i.e. area restaurants, vending machines, campus dining, etc.).

## Office Protocols:

- Access and Security:** Provide information related to accessing the office or department as well as any security codes necessary to gain access.
- Locking Offices, Desks, and Filing Cabinets:** Discuss the protocol for locking the office, doors, desk drawers, or filing cabinets.
- Conference Rooms or Designated Office Space:** Provide information related to the use of office space, break rooms, or conference rooms within the department, cover the reservation process, usage, etc.
- Coffee/Water Cooler:** Discuss the process related to coffee or water usage within the department.
- Celebrations:** Provide the process or protocols for celebrations within the department (i.e., birthdays, holidays).

- Refrigerator/Microwave/Toaster Usage:** Provide the protocol for using and/or cleaning any department refrigerators, microwaves, or other appliances. Also include the process for supplies, if appropriate.
- Mailboxes:** Review the process to receive and send mail within the department and across the university. Show the employee the location of department mailboxes and where to locate the campus mail room.
- Sign-In/Sign-Out:** Review any sign-in or sign-out processes in the department.
- Filing:** Discuss the process for individual desk files and department wide files. Review how the filing should be handled, where it is located, etc.
- Record Retention:** Review and provide the [Records Retention Policies](#).
- Other:**