

New Employee Checklist

Supervisor Responsibilities

TO BE SENT 2-3 WEEKS PRIOR TO FIRST DAY

1. Standard welcome letter (available on Campus Life shared drive)
2. Week 1 agenda with special note of HR benefits meeting already arranged
3. Directions to campus with building and appropriate parking lot highlighted
4. Time and place to meet supervisor on day 1
5. Confirm HR sent a temporary parking pass
6. Suggested attire for day 1
7. Department hours
8. Supervisor's contact information

TO DO 1 WEEK PRIOR TO ARRIVAL

1. Prepare week 1 agenda
 - a. Arrange benefits meeting with HR
2. Thoroughly clean work station/office & common areas
 - a. Remove/add appropriate furniture
 - b. Remove any personal items left behind
3. Set up work station & accounts
 - a. General office supplies restocked
 - b. Email & phone set up
 - c. Network access/printing/shared drives
 - d. Submit Procard application with site manager agreement
4. Order:
 - a. Nametag
 - b. Door/desk plate (have installed)
 - c. Business cards (if applicable)
5. Add new staff to:
 - a. Staff Digest
 - b. Student Digest (if applicable)
 - c. Academic Staff email list
 - d. Campus Life email list
 - e. Any departmental lists that apply
6. Send out:
 - a. Announcement email to Campus Life/Dept stating start date
 - b. Announcement email to student employees/leads as needed
7. Change account custodians if necessary
8. Contact HR to update organizational chart

WELCOME PACKET (to be ready when new staff member arrives & gone over with supervisor)

1. Position description
2. Swag/Dept clothing as appropriate
3. UWS/Campus Life/Dept mission statements & strategic priorities
4. COPLAC pamphlet (available at YU Info Desk)
5. Nametag/business cards (gold nametags are ordered every 3 months, request a temporary nametag along with the permanent one)
6. Forms:
 - a. Driver authorization (prefilled as much as possible)
 - b. Key request (prefilled as much as possible)
 - c. Parking permit (not a guaranteed spot)
 - d. Academic Staff Mentor Program
 - e. MWC membership
7. Telephone directions (voicemail, speaker phone, etc)
8. List of holidays/furloughs (campus wide & building specific)
9. Contact information for Dept & Campus Life
 - a. Campus Directory
 - b. Contact information for lead students
10. Organizational chart of Department (with roles and Campus Life)
11. Codes for copiers/locks/etc
12. Semester calendar
 - a. Committees
 - b. Special Events
 - c. Campus wide activities, etc

EXPECTATIONS OF ALL CAMPUS LIFE SUPERVISORS

1. Keep your first 3-5 days of a new employee's tenure open for you to assist them
2. Be easily available for most of the first week
3. Invite new employees to any upcoming campus events
4. Meet with them at least once a week for their first month

Remember to model the kinds of behaviors you would like to instill in your employees

DAY 1

- Meet/Greet new employee upon arrival
 - Optional suggestion, breakfast with the staff
- Walk the new staff member to their office
- Go through welcome packet; complete forms
- Departmental meeting
- Building tour (including supply areas, closets, fridge/coffee pot, etc)
- Campus tour, meeting & greeting as many people as possible
- Lunch with the professional staff of the Dept and possibly some of Campus Life
 - Suggested: new staff should be treated on their first day (Union Cafe or off campus)
- Office Time
 - Explain systems: filing, drives, etc
 - Introduce HR Policies Website (www.uwsuper.edu/hr/policies)
 - Help them arrange their office as needed
- Encourage them to bring in personal items for their office
- HR benefits meeting

DAY 2

- Supervisor meeting at the beginning of day (appropriate length of time)
- Expectations/evaluation procedure
- Dept/position work hours and schedule
- Classified staff lunch/break schedule
- "Total Effort" What's that? How do we encourage a healthy balance?
- Review:
 - How to fill out time sheets
 - Dept process to request time off
 - Dept process to call in ill
 - Dept dress code (black & gold Fridays)
- Outline current projects going on and where they fit
- Inform them of standing meeting schedules
 - Department
 - Campus Life Division
 - Facility
- Meet with lead students/interns
- Transition of communication (email, voicemail, etc)
- Office Time

DAY 3

- Supervisor meeting at the beginning of day (appropriate length of time)
- Cover any critical/time sensitive tasks or duties
- Identify priorities to start on
- Review
 - Dept goals
 - Dept Mission & Learning Outcomes
 - Dept Budget
 - Dept current & future needs/barriers
- Review processes
 - Supplies
 - Printing (in house and off campus)
 - Ordering
 - Purchasing
- Cover staff development opportunities
- Discuss supervisor/supervisee styles & preferences
- Office Time

WEEK 1

- Arrange a 30min meeting or lunch with Campus Life staff
 - New staff member should set up follow up meetings with necessary offices/staff members
- Arrange a meeting with the business office to cover
 - ProCard
 - TER
 - Purchasing
- Review Media Relations requirements
- Arrange Web & WISDM training as applicable
- Introduce new staff to important people within the Dept, Building, Division, Campus
- Schedule any mandatory trainings (per position)
 - Blood Borne Pathogens
 - Kronos
 - Emergency Procedures

MONTH ONE

Schedule meetings with new employee at the end of 30 days to cover

- Review observations, issues, and priorities
- Continue to clarify roles, responsibilities, and expectations as needed
- Verify that applicable mandatory trainings have been completed
- Answer any questions