University of South Alabama Human Resources

New Employee Checklist: Supervisor's Department Checklist for Orienting New Employees

Supervisors: This optional checklist has been designed to assist you in helping new employees to get acquainted with the department. It can serve as a tool for communicating all relevant department-specific practices, procedures, position responsibilities/expectations, and other essential information.

Reminder

As per federal law, all new employees must complete an I-9 Employment Eligibility Verification form on the first day of employment but no later than the third day of employment.

Welcome	
Tour of department	Department mission/goals
Introduce co-workers	Department calendar
Location of restroom/break area	Department organizational structure
Location of work area	Department's service philosophy
Explain parking/building security (keys)	Department meetings & events
Ordering supplies procedure (If applicable: business cards; name plate for desk, etc.)	Department phone list
Telephone procedures	Department bulletin board
Department practices/procedures	Department exit/evacuation plan
Parking Procedures (USA Tag Procedures—if applicable)	
Employee's Position	
Job description/responsibilities	Department paperwork (time sheet, etc.)
Essential department personnel during	Salary rate, grade, pay schedule
emergencies	Department mailing address
Job goals/objectives/projects	Use of computer systems (E-mail, etc.)
Work hours/breaks	New employee's E-mail address
□ Call in procedures (sick, emergencies, etc.)	Department vacation procedures

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Safety/Environmental

- Department safety/environmental issues
- University Emergency Response Plan

Department maintenance/potential hazard concerns

D Procedures for reporting on-the-job injuries

Employee's Career Development

□ Probationary period/performance evaluation

Opportunities for promotion/transfer

- □ Training opportunities
- □ Professional associations (if applicable)

Comments_____