



## SUPERVISOR CHECKLIST

To assist your new employee in a smooth transition to the university, use this checklist as a guide to make sure you have covered all relevant information.

### *Before the Employee's First Day*

- Contact the Tech Support Center at ext. 7900 to arrange for computer equipment (if needed)
  - Are there special software needs that should be requested?
- Contact Telecommunications at ext. 7500 to arrange for phone installation (if needed)
- Prepare their work area by cleaning out drawers, providing basic supplies, check that furniture and equipment are in safe, working order
- Obtain keys needed (office, file cabinets, desk drawers, etc.)
- Make lunch plans for employee's first day
- Identify a fellow employee who will be the new employee's mentor or "buddy"
- Arrange employee's mail box

### *First Day*

- Have something to welcome them when they arrive (you can bring in some treats, or have balloons, a small flower arrangement, or some personal notes on their desk when they arrive welcoming them to the organization/department)
- Send a welcome e-mail to staff announcing the new employee's arrival, function, and location
- Introduce to the head of the Department/Division (when possible).
- Introduce to colleagues
- Introduce them to their peer mentor/"buddy" who will help them transition into the department
- Show them around the building and/or campus
- Make sure they have any keys they may need for their office
- Show them where restrooms are located
- Show them where dining facilities are located
- Walk them through the first day errands they need to run:
  - Human Resources – Maher Hall 101
    - To complete new hire paperwork and submit direct deposit form (if they choose)
  - Information Technology Services
    - Login information (Maher 170)
    - Make sure all network accounts are requested
    - Get printers assigned to their computer
- Plan to have lunch with them (or have peer mentor/"buddy" take them to lunch)
- Check in at the end of the day to see how their first day was
- Explain work hours, any flexibility if offered, process for calling in sick
- Explain office procedures and make sure the following policies and materials are reviewed:

-Discrimination/Harassment Policy	-Medical/Dental/Vision Insurance	-Sick time/call in/office procedures
-Tobacco Policy	-Insurance Waiver	-Employee Assistance Program
-Alcohol & Drug Abuse Policy	-Vacation/Sick Leave	-Payroll Calendar
-FERPA Tutorial (if applicable)	-Retirement Policy	-Holiday Calendar
-FMLA	-Kronos/Time Cards (if applicable)	-Code of Ethics
-Tuition Remission Policy	-Campus Cards (Employee ID)	-Performance Evaluation Process
-Worker's Compensation Pamphlets	-Available Employee Discounts	-Parking Services Regs./Permit
-SDI, Paid Family Leave	-Employee access to USD Facilities	-Ambassador Program

- Please sign the employee checklist and make sure it is returned to Human Resources within the first month of employment.
- Show them where office supplies are
- Order business cards (if appropriate)
- Update Find People (the USD Phone Directory Change Request Form is available at <http://www.sandiego.edu/search/people/changes.php>)
- Introduce employee to work area, including:
  - Ergonomic Review (arrange for any necessary adjustments with Environmental Health & Safety at ext. 2226)
  - How to use the phone system (can obtain instruction from Telecom at ext. 7500 or [www.sandiego.edu/its/telecom/features.php](http://www.sandiego.edu/its/telecom/features.php))
  - How to use equipment such as copy machine, fax machine
  - Outgoing/incoming mail procedures
  - Explain how to use Find People

### ***Second Day***

- Campus Card Services – University Center (Room #127)
  - To get ID card
  - To purchase parking permit. You can also purchase on line by accessing MySanDiego, One stop services, My campus services.
- Help them register an e-mail address by going to: <http://mail.sandiego.edu> > USD Webmail > Open an Account

### ***Within the First Week***

- Discuss your expectations as a supervisor and job standards
- Discuss policies, including vacation, sick time, purchasing procedures
- Discuss purpose of the job and how it fits into the department and USD's mission.
- Share department mission/goals
- Make sure they understand timecard system and payroll deadlines to ensure that they receive a timely paycheck
- Provide necessary training for university data bases that will be used in the position
- Make sure they have completed FERPA Tutorial/Certification

### ***Within the First Month***

- Check in with employee to make sure you can answer any questions
- Include them in birthdays or other celebrations
- Make sure they are being included into the work team
- Have conversations about their progress for performance
- Make sure they have attended New Employee Orientation, Safety Orientation, and Benefits Orientation
- Identify necessary training and schedule attendance, i.e. Oracle training
- Explain performance expectations and discuss how and when the employee will be evaluated.