



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

- 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)
 - 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 #125)
 - To get ID card
 - To purchase parking permit
- 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.