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.

If you have any questions, please feel free to contact us at (619) 260-4594.

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, and check that furniture and equipment are in safe, working order.
- □ Obtain required keys (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 peer mentor.
- □ Arrange employee's mail box (if needed).
- □ Reach out via phone or email to confirm first day logistics and dress code.
- □ Send a staff announcement regarding the new employee's arrival date, title, and work location.

On the Employee's First Day:
- □ Parking: On your employee's first day of employment, he/she can obtain a one-day visitor's parking pass at Parking Services in University Center, Room 102. Please encourage the employee to visit http://www.sandiego.edu/parking/parking-information/employees.php for information on parking fees and regulations. Note: HR advises this to be the employee's first stop of the morning.
- □ Have something to welcome them when they arrive. As a suggestion, you can bring in some treats, or have balloons, a small flower arrangement, or a welcome card/greeting.
- □ Introduce them to the head of the Department/Division (when possible).
- □ Introduce them to colleagues.
- □ Introduce them to their peer mentor 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, Room 101
  - ○ To complete new hire paperwork
  - ○ Information Technology Services
    - □ Login information (http://www.sandiego.edu/its)
    - □ Request access to necessary network accounts (i.e. Cognos, Salesforce, etc) by submitting a Faculty & Staff Access Request Form (https://usd.tfaforms.net/218722)
    - □ Get printers assigned to their computer
- □ Plan to have lunch with them (or have peer mentor take them to lunch).
- □ Explain work hours, any flexibility if offered, process for calling in sick, etc.
- □ Show them where office supplies are.
- □ Order business cards (if appropriate).
- □ Introduce employee to work area, including:
  - ○ Ergonomic Review (arrange with Environmental Health & Safety).
    - https://www.sandiego.edu/facilities/facilities-services/environmental-and-health-safety/)
  - ○ How to use the phone system (can obtain instruction from Telecom at ext. 7500 or http://www.sandiego.edu/its/services/connect/phone-features.php
  - ○ How to use equipment such as copy machine, fax machine
  - ○ Outgoing/incoming mail procedures
- □ Check in at the end of the day to see how their first day was.
On Your Employee's Second Day:

Ensure Employee:

❑ Visits Campus Card Services - University Center, Room 127
  o To obtain a Torero ID card
❑ Visits Parking Services - University Center, Room 102
  o To purchase parking permit. You can also purchase online by accessing
    http://www.sandiego.edu/parking/online-services/parking-permit-notice.php and under the "All
    Employees" section select "Click Here".
❑ Registers/claims an e-mail address by going to: https://myauth.sandiego.edu/cas-web/login?service
  > Select 'Register/ Claim your USDOne account > Follow the instructions
❑ Update Find People and explain how to use (the USD Phone Directory Change Request Form is available at
  http://www.sandiego.edu/directory/people/changes.php.
❑ Staff employees only: Review Kronos (timecard system) and payroll deadlines to ensure that they receive a
  timely paycheck > https://kronos.sandiego.edu
❑ Explain office procedures and make sure the following policies and materials are reviewed

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

  o Please sign the new employee checklist and make sure it is returned to Human Resources within the
    first month of employment.

Within the First Week:

❑ Discuss your expectations as a supervisor and job standards.
❑ Discuss purpose of the job and how it fits into the department and USD's mission.
❑ Share department mission/goals.
❑ Provide necessary training for university databases that will be used in the position.
❑ Make sure they have completed FERPA Tutorial/Certification.

Within the First Month

❑ Check in with employee to be sure employee feels valued and included, answer any position or department
  related questions.
❑ Include them in department celebrations (i.e. birthdays).
❑ Have conversations about their performance (positive and/or constructive).
❑ Make sure they have attended New Employee Orientation, Safety Orientation, and Benefits Orientation.
❑ Identify additional training and schedule attendance (i.e. New Employee Learning Path:
  http://www.sandiego.edu/hr/professional-development/ ).