

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).
 - o 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:
 - o Human Resources - Maher Hall, Room 101
 - o To complete new hire paperwork
 - o 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:
 - o Ergonomic Review (arrange with Environmental Health & Safety).
<https://www.sandiego.edu/facilities/facilities-services/environmental-and-health-safety/>)
 - o 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>)
 - o How to use equipment such as copy machine, fax machine
 - o 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 IDcard
- 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
 - Holiday Calendar
 - Employee Assistance Program
 - Campus Card (Employee ID)
 - 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/>).