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:**
  - If your employee is hired through Employment Services in HR, they will receive a temporary (3 day) validation code from HR to enter into the meters in the Mission or West Structures. They can then purchase their permit online or in the parking office after their third day.
  - If the employee is hired directly through your department, please email parking@sandiego.edu to receive a 3 day temporary permit before their first day.
- 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)
    - Make sure all network accounts are requested
    - 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 work area, including:
  - How to use the phone system (can obtain instruction from Telecom at x7500 or https://www.sandiego.edu/its/networking/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
  - To obtain a Torero ID card
- Visits Parking Services – University Center, Room 102
  - To purchase parking permit. You can also purchase online by accessing [http://www.sandiego.edu/parking/online-services/parking-permit-notice.php](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](https://myauth.sandiego.edu/cas-web/login?service).
- 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](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](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

- 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/](http://www.sandiego.edu/hr/professional-development/)).

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