**NEW HIRE CHECKLIST FOR SUPERVISOR**

Name of New Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Pal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Day in Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_

**After offer has been made and accepted:**

* Determine Peer Pal and meet to discuss role and handout checklist
* Welcome New Employee via phone call or letter with introduction to Peer Pal
* Peer Pal to call new hire to introduce self and welcome to department day before start date
* Workspace set up with equipment and supplies
* Email IT help desk request for computer access/email/phone set-up
* Order business cards, computer access to programs, etc

**First week in department:**

* Peer Pal greets employee upon arrival and escorts to supervisor
* Introduction to work group
* Tour Department and Important Places: Restrooms, Break Area, Vending Machines
* Introduction to the Department
* Department’s Purpose
* Relation to other departments
* Procedures for leave, overtime, etc.
* Dress code and/or uniform
* Introduction to the Job
* Workspace and keys
* Work hours, breaks, mealtimes, and other rules
* Equipment and tools
* Telephone number
* Copier, fax machine, and mail
* Job Description
* Duties, Responsibilities, Purpose
* Review Department Organization Chart
* Department Contact Listing
* Handling Confidential Information
* Performance Expectations/Goals
* Promotions/Transfers
* Safety/Emergency Procedures
* Emergency Exits
* Injury Prevention
* Reporting Injuries
* Training
* Computer System
* Log on
* E-mail
* Software
* Telephone System
* Voice Mail
* Long-Distance Calls
* Timecard and paycheck process
* Credit Card(s)
* Bulletin Board and Newsletter
* Places Nearby – take to lunch

|  |  |  |
| --- | --- | --- |
| Supervisor’s Signature |  | Date |
|  |  |  |
| New Hire’s Signature |  | Date |

**Return to Human Resources after the first 2 weeks of New Hires’ arrival. Thank you.**