



# Supervisor's Checklist

Employee Name \_\_\_\_\_ Start Date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Please discuss the following information with your new employee as it relates to your department and her/his position. Please place a ✓ after discussing each point. **Return completed form to Telicia Keith in Human Resources within five (5) days of the employee's start date.**

Department Overview

- Function** - *What is the department's organizational role?*
- Work Cycle** - *When are the peak times for the department (Daily, Weekly, Monthly, Annually)?*
- Working Relationships** - *What other offices does your department rely on to complete daily tasks?*

Position Responsibilities

- Daily Tasks/Duties** - *What daily tasks and/or duties is the employee expected to perform?*
- Training** - *What training does the employee need in order to perform in his/her position?*

Performance Expectations

- Quality of Work** - *How will the quality level of the employee's work be measured?*
- Daily Goals** - *How much work is the employee expected to complete on a daily basis?*

Department Policies

- Work hours** - *What are the work hours for the department/position?*
- Breaks** - *When are the lunch/break times? Who "covers" the employee during breaks and vice versa?*
- Absences/Tardiness** - *What is the procedure for the employee to request time off? Who should the employee contact to report an unscheduled absence or late arrival?*
- Holidays/Overtime** - *Will the employee be expected to work on a holiday or be expected to work overtime?*
- Timesheet/Pay** – *When should timecards be turned in? How are paychecks distributed?*

Department Tour

- Introduction to Coworkers** - *How does the employee's position responsibilities interrelate with coworkers?*
- Work Station** - *Where is the employee's workstation? What housekeeping guidelines should the employee follow at her/his workstation?*
- Office Etiquette** - *What telephone greeting should the employee use? What is the personal phone call policy? What is acceptable work attire?*
- Office Procedures** - *Where is the office supply area? What is the procedure for ordering supplies, filling out vouchers, work orders, travel and copy center forms and purchase orders?*
- Office Equipment**- *Did the employee obtain a computer login ID and receive an overview of the email system and network? Did the employee receive an explanation of the phone system (voicemail, password)? Was the employee familiarized with the fax machine, typewriter, and copier (copier code)?*
- Security** - *What departmental security measures does the employee need to follow?*

**Employee Statement:** All of the abovementioned has been discussed with me. Furthermore, I understand that I am responsible for the information included both in my new employee packet and presented in the online orientation.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**