

## **Boise State University**

### **Supervisor's Checklist for New Employees**

Most new employees' work very hard to make a good impression the first day on the job, and you should too. When you make a new hire feel comfortable, welcome, and at ease, you set the stage for success. Clear direction and complete answers to all questions gives the employee the tools needed to achieve. In addition, making the first day a positive experience lays the groundwork for a long and rewarding professional relationship.

Orientation is an on-going process divided between Human Resources Services (HRS) and the supervisor. HRS covers benefit and other general employee information and the supervisor orients the new employee to the department. When hiring paperwork is processed, HRS will schedule the employee for benefit orientation that includes completing benefit enrollment and other forms.

The new employee reports to their supervisor on the first day for department orientation, including information on specifics of the job, and his or her new responsibilities. Sometimes an experienced department employee will assist by acting as a mentor/guide--showing the new employee the ropes for the first week or two.

The following document is a checklist for supervisors, which includes a variety of activities to consider when bringing a new employee on board. Not all of the items may apply to every department or every new employee. Additional checklists follow that provide suggestions for supervisors to consider as the employee is on the job for specific periods of time.

SUPERVISOR'S CHECKLIST (Rev. 5-20-09)

**ACTION ITEMS TO COMPLETE PRIOR TO EMPLOYEE'S FIRST DAY**

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

Job Title: \_\_\_\_\_

a	ITEM	DATE COMPLETED/ NOTES
	<b>AFTER HIRING DECISION IS FINALIZED</b>	
	Ensure appropriate hiring paperwork has been completed—check with HRS (extension 1616) if questions.	
	Update the Org Chart for your organization to include the new employee.	
	Send welcome letter, include a statement about I-9 form completion on or before first day of work at Human Resources, A-218. Encourage employee to complete the I-9 prior to first day of work if possible. Access to Boise State computer systems requires an Employee ID. The ID number cannot be issued until the employee fills out an I-9 and hiring paperwork has been submitted (in most cases two weeks in advance of employee's start date).  Other information that might be included as appropriate: I-9 Employment Eligibility Form Identification Requirements, Campus Map, Org Chart for your Organization (make sure employee is included), Boise State Org Chart, Individual's Campus Phone Number (if available), Parking Information, other pertinent department information or procedures.	
	Ensure that documentation of any licensure required for the job is provided (i.e. driver's license, trade license, etc).	
	<b>PREPARE THE WORK AREA</b>	
	<b>General Work Area:</b> <ul style="list-style-type: none"> <li>• Make sure the work area is set up and meets the employee's needs.</li> <li>• Arrange to have the work area cleaned if needed.</li> </ul>	
	<b>Computer</b> <ul style="list-style-type: none"> <li>• If a new computer is not needed, make sure current computer is functional and all software is installed, etc.</li> <li>• Order a computer if necessary. Order form: <a href="http://helpdesk.boisestate.edu/hardware/order/">http://helpdesk.boisestate.edu/hardware/order/</a></li> <li>• Allow at least two weeks for delivery.</li> </ul>	
	<b>Telephone</b> <ul style="list-style-type: none"> <li>• If employee will be using an existing telephone extension, place a Telephone Service Request to re-set the password if it is not known. Order form: <a href="http://support.boisestate.edu/">http://support.boisestate.edu/</a>.</li> <li>• Place a Service Request for a telephone or data line if necessary. Order form: <a href="http://support.boisestate.edu/">http://support.boisestate.edu/</a>. Allow at least 3 weeks for installation, particularly at the beginning of the semester.</li> <li>• If Cell Phone is needed, order form: <a href="http://oit.boisestate.edu/cell_phones.htm">http://oit.boisestate.edu/cell_phones.htm</a></li> </ul>	
	<b>OTHER ITEMS THAT MAY BE NEEDED DEPENDING ON EMPLOYEE'S JOB REQUIREMENTS</b>	
	Order name plate or name tag from Printing & Graphics Sign Shop <a href="http://oit.boisestate.edu/printing/newsite/pdfs/Sign_ShopReqServ.pdf">http://oit.boisestate.edu/printing/newsite/pdfs/Sign_ShopReqServ.pdf</a>	
	Account Request Form: Form is required for access to PeopleSoft, Novell Network Login, GroupWise, and Web Authoring systems. Have the form ready for signature on first day of employment or before and provide a copy of the IT Resource Use Policy linked from the following site. Form link: <a href="http://helpdesk.boisestate.edu/accounts/">http://helpdesk.boisestate.edu/accounts/</a> . An employee ID# is required for this form and for account set-up.	
	Key Request Forms: Fill out key request form and submit. Current key request policy requires employee to pick up keys at FO&M.	
	Business Cards: Order form: <a href="http://www.boisestate.edu/printing/print.shtml">http://www.boisestate.edu/printing/print.shtml</a> . Orders placed by Tuesday, noon, are delivered on Friday.	
	American Express Card: For travelers who do not have other means to finance travel prior to reimbursement. Have the form ready for employee signature on first day of work. Application form: <a href="http://finad.boisestate.edu/images/amxapp.pdf">http://finad.boisestate.edu/images/amxapp.pdf</a> .	

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<b>a</b>	<b>ITEM</b>	<b>DATE COMPLETED/ NOTES</b>
	P-Card Application: Have form ready for signature on first day of work. Application form: <a href="http://finad.boisestate.edu/images/app1.pdf">http://finad.boisestate.edu/images/app1.pdf</a>	
	AT&T Corporate Calling Card: For travelers or individuals who place work related calls from home. Have form ready for signature on first day of work. Application form link: <a href="http://network.boisestate.edu/Telephone/Instructions/ATTCardApp.pdf">http://network.boisestate.edu/Telephone/Instructions/ATTCardApp.pdf</a> .	
	Order uniform(s) if needed	
	<b>PREPARE OTHER TEAM MEMBERS FOR EMPLOYEE'S ARRIVAL</b>	
	Send e-mail or post an announcement for other work groups about the new employee's arrival. Include individuals in other departments who will be working with the new employee.	
	Talk with current team members about the new employee's role and responsibilities.	
	Plan who will do what in the new employee's local orientation.	
	Make lunch plans for the first few days.	
	Update internal telephone lists as needed	
	Remind team to update e-mail groups	
	Identify at least one individual who will act as a mentor/guide and determine that person's role.	

**SUPERVISOR'S CHECKLIST**  
**ACTION ITEMS TO COMPLETE ON EMPLOYEE'S FIRST DAY**

<b>a</b>	<b>ITEM</b>	<b>DATE COMPLETED/ NOTES</b>
	Personally welcome the new staff member when they arrive.	
	If the employee has not completed an I-9, take them to Human Resources to complete.	
	Describe the orientation plan for the first few days.	
	Give a local tour including restrooms, kitchen, emergency exits, and emergency assembly points. Provide a department or building map if possible.	
	Have employee sign any forms required to obtain the tools for their job. Forward the forms to University departments as required.	
	Describe lunch plans for the first few days. Talk about what employees normally do for lunch.	
	Introduce co-workers.	
	Introduce mentor/guide.	
	Distribute a staff list with telephone numbers, etc. Include a list of main contacts for this person's position, with a basic description of what the individual does.	
	Provide equipment and storage codes as needed. Have mentor/guide take employee to FO&M to pick up keys (if ready) and provide a brief campus tour.	
	Provide University smoking policy and information about smoking areas.	
	Show the employee his/her work area.	
	Show where to get or how to requisition supplies and equipment, include information on approvals necessary for ordering.	
	Describe or have a list of regular meetings and other regularly scheduled items that the employee should place on their schedule.	
	Show how to use telephone system, access computer, use software (i.e. GroupWise), and other equipment for initial assignments.	
	Allow time to set up work space, voicemail, e-mail, etc.	
	Give a simple initial work assignment.	
	Meet with the new employee at the end of the day to answer questions and find out how the day went.	

**SUPERVISOR'S CHECKLIST**

**ACTION ITEMS TO COMPLETE ON EMPLOYEE'S FIRST TWO DAYS**

<b>a</b>	<b>ITEM</b>	<b>DATE COMPLETED/ NOTES</b>
	Explain why the job is important and how it relates to unit and university goals.	
	Review local organizational charts. Define department's function and interrelationships with other departments. Identify others in similar jobs. Review reporting structures.	
	Review the job description and performance standards.	
	Describe who and how to notify and about sick or vacation days, include any departmental policies about requesting vacation.	
	Review work schedule: lunch breaks, time sheets, etc.	
	Discuss overtime needs, assignments, approvals required, and department standards for overtime compensation.	
	Review how often to check in about assignments and when and how to ask for help.	
	Describe types of assistance available: mentor/guide, desk or procedure manuals, web sites, etc.	
	Arrange meeting time with mentor/guide.	
	Define dress code: what is too casual.	
	Define workspace neatness and decorating limits.	
	Review policies regarding visitors, personal phone calls, copies, faxes, etc.	
	Provide copies of, or web link to, policy manuals, office procedures, and University policies.	
	Show employee how to access the Boise State web site, access to University telephone directories (click on Directories in upper right hand corner), etc.	
	Review how to handle confidential information based on employee's position.	
	Review building and workplace security procedures, safety/accident procedures, location of first aid supplies, how to report hazards, location of emergency assembly point, fire alarms, extinguishers, etc.	
	Show how to send and where to receive US and campus mail. Provide location of the closest USPS mailbox for personal mail.	
	Explain support groups and other resources for training.	
	Provide job assignments and review them as needed.	

**SUPERVISOR'S CHECKLIST**

**ACTION ITEMS TO COMPLETE ON EMPLOYEE'S FIRST WEEK / FOLLOWING WEEKS**

<b>a</b>	<b>ITEM</b>	<b>DATE COMPLETED/ NOTES</b>
	Begin the performance planning process.	
	Meet as needed to answer questions.	
	Follow up to make sure the employee has been scheduled for HR Benefit Orientation and that they attend other orientation sessions as offered. Make sure they have filled out all benefit forms after orientation. If any questions, contact HRS at extension 1616.	
	After the new employee's first week, set a regular schedule to meet. Discuss items from your orientation plan, ask for the new employee's assessment of how the orientation process is going, and identify specific support you can provide.	
	Schedule any additional training required.	

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