Supervisor's Checklist for New Employees

Employee Information

Name: _____   Start date: _____

Position: _____   Manager: _____

Department: _____

Prior to New Employee's Start Date

- ☐ Official Job Offer Phone Call
  - o Extend official offer to final candidate
  - o Discuss starting salary
  - o Discuss start date **Note: when discussing start date, allow ample time for completion of a background check**
  - o Advise final candidate to expect email to initiate the background check
  - o Suggest final candidate prepares for new-hire paperwork by locating required I-9 documents
- ☐ Enter non-selection reasons in PeopleAdmin or provide them to department administrator
- ☐ Begin appropriate form to hire new employee (Form 1 or Form 3)
- ☐ Communicate starting time/work schedule, directions to worksite, and acceptable attire/uniform
- ☐ Arrange for building/office keys
- ☐ Request access to any necessary programs (e.g., SAP, PeopleAdmin, E-Forms)
- ☐ Formally announce the new employee's arrival and responsibilities to current staff members

Please note that a new employee cannot begin working before background check is complete and cleared by Human Resources. A representative from HR will phone the candidate upon final approval.

New Employee's First Day

- ☐ Introduce new employee to coworkers and give brief explanation of each person's role
- ☐ Provide tour of department, building, and bathroom locations
- ☐ Show new employee their work station and instruct them on use of office equipment
  - o Computer, printers, networks, and faxing
  - o Phone and voicemail setup
- ☐ Introduce new employee to other electronic communications
  - o Email (Outlook)
  - o myOleMiss and UMToday
  - o SAP (if applicable)
  - o PeopleAdmin (if applicable)

- o E-Forms (if applicable)
- o Other departmental related programs
- ☐ Review University Creed, department handbook, job related policies and procedures, departmental dress code, and work hours
- ☐ Advise how and when to submit a timesheet (if applicable)
- ☐ Assign a "buddy" within the office (if possible, it is recommended that the "buddy" be someone who has worked in the office/department for less than 2 years)
- ☐ Encourage new employee to attend any events conducted by Staff Council (including voting and Staff Appreciation Week)

During New Employee's First and Second Weeks

- ☐ Allow new employee time to attend scheduled meeting with their Benefits representative
- ☐ Review first week's schedule and meaningful work assignment
- ☐ Identify critical members of the department/University
- ☐ Share office resources (e.g., directories, manuals, staff listings)
- ☐ Discuss customer service expectations
- ☐ Allow new employee time to complete the "Preventing Sexual Harassment" and "Preventing Employment Discrimination" training (must be completed within 30 days from start date)
- ☐ Discuss with and send new employee to any applicable computer or process training (e.g., SAP, PeopleAdmin, Effective Communication)
- ☐ Take new employee on a "walking meeting" to show them around campus OR allow time to attend a scheduled campus walking tour
- ☐ Encourage new employee to attend next "Welcome Home" new hire orientation
- ☐ Update department directory and website with new employee's information

During New Employee's First Month

- ☐ Ensure completion of "Preventing Sexual Harassment" and "Preventing Employment Discrimination" training
- ☐ Develop a Career Development Plan
- ☐ Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities
- ☐ Schedule office/department for team building activities

Between 3-6 Months (Probationary Period) – for STAFF ONLY

- ☐ After 3 months of employment – conduct a Probationary Staff Appraisal with new employee (this paper form should be submitted with a recommendation as to permanent status or continuation of probation) **Note: an employee may not be changed to permanent status prior to serving 3 months. However, a supervisor may separate an employee prior to 3 months of service.**
- ☐ If employee not made permanent after 3 months – a second performance evaluation should be conducted between 3 and 6 months
- ☐ Celebrate orientation, evaluation, and completion of probationary period!