

## Supervisor's New Employee Checklist

### Prior to the arrival of the new employee:

*A department can prepare for a new employee's first day of work by completing the following activities.*

- Confirm the employee has established a UID and has returned their signed offer letter to HRS.
- Set up a computer, telephone, and voice mail. Contact your division IT staff for computer assistance and Sharon Drachenberg in Information Technology Services (ITS) at [Sharon.Drachenberg@uni.edu](mailto:Sharon.Drachenberg@uni.edu) for telephone and voice mail assistance.
- An email account will automatically be created the day after the new hire's record is entered into e-Business Suite. However, the record cannot be entered until HRS has received the fully approved Personnel Action Form (PAF) and the new hire has completed their new hire paperwork. To request early email account setup, anyone with the JW14 transaction (listed under "My Administrative Access" in MyUNiverse) may make this request. You must know the new hire's start date and UID number to complete this request. To request access to JW14, see the [request form](#). Contact HRS at 3-2422 for questions.
- Prepare a workspace and provide the necessary office supplies.
- Inform the staff of the new employee's arrival date and encourage them to provide a warm welcome.
- Contact the employee prior to their first day of work to confirm start date and time, location, parking, dress code and answer any questions he/she has.
- Make arrangements for the new employee to have lunch with his/her supervisor and/or coworkers on the first day.
- Order business cards (or have proof copy ready) and a name plate, if appropriate. For more information, please visit <http://www.uni.edu/pubrel/>
- Request necessary desk and/or office keys (including any necessary electronic access) from the Physical Plant. For more information, please visit <http://www.uni.edu/fs/services/keys.shtml>. Please note that a UNI ID card must be issued before electronic access can be added to it.
- Prepare a first day and first week orientation agenda.

### First day of employment:

*The following activities will help ensure that the new employee feels welcomed and comfortable on the first day on the job.*

- Welcome the employee upon their arrival.
- Give him/her a tour of the office or work area and make staff introductions.
- Direct or accompany the new employee to HRS to complete their new hire paperwork if they have not already done so. Please note that the employee's record cannot be set up until these forms are completed and returned to HRS and Federal regulations require completion of Form I-9, including presenting of documents in person proving identity and eligibility to work in the United States, by the third day of employment.
- Direct or accompany the employee to the Department of Residence office (010 Redeker) to obtain their UNI ID card. A UNI ID card must be obtained before electronic access to a building will be granted. To expedite requested electronic building access, once the UNI ID card has been obtained call 3-4400 and notify them that the new employee has obtained their card and needs electronic access added.
- Direct or accompany the employee to Public Safety to obtain their parking permit. Explain the available parking lots near your location.

- Provide department orientation agenda you developed to employee.
- Allow time for new employee to pick up building access keys from the Physical Plant. Review procedures for entering or locking the work area, if appropriate.
- Show employee location of restrooms, equipment (fax, copier), break areas/vending, emergency shelters/evacuation plans.
- Review employee's position description, obtain signatures, provide a copy to the employee, and return signed original to HRS (mail code 0034).
- Confirm the office/work hours, scheduled break and lunch periods, common practices, unwritten rules.
- Confirm the date, time, and location of the employee's orientation session  
<http://www.uni.edu/hrs/training/orientation.shtml>
- Provide computer and equipment overview, introduction to departmental software applications, an overview of 3-5555 service <http://www.uni.edu/its/et/tnt/all.shtml>
- Discuss safety policies, procedures and contacts.
- Explain incoming and outgoing mail procedures, campus mail codes, paying for personal mail.
- Explain phone and voice mail features, campus directory, on- and off-campus calls, and ring types.

**During the first week:**

*One of the long lasting impressions employees have of their department and the University is how they are treated during their first several weeks on the job. Following are a few more items to help acclimate the new employee to your department.*

- Provide or arrange for a campus tour by contacting Jenny Connolly, Assistant Director of Outreach, Admissions at [Jenny.Connolly@uni.edu](mailto:Jenny.Connolly@uni.edu) or 3-2365.
- Ensure the employee understands the relationship between his/her position, the department and the institution. Review the university and department's mission statement.
- Confirm payroll dates, pay distribution procedures (including direct deposit), time and absence reporting, call-in procedures for unscheduled absences, overtime policies (for non-exempt employees)  
<http://www.uni.edu/obo/>
- Review the departmental policies & procedures and review and provide a copy of the departmental organizational chart.
- Review information regarding student employees and support staff.
- Encourage the employee to add their contact information to the [UNI Alert](#) system. The UNI Alert system notifies the campus community of emergencies and threats to physical safety in emergency situations such as tornados, acts of violence, canceled classes, university closure, etc. To add contact information, the employee needs to log in to [My Universe](#) and click on "Manage My UNI Alert Contacts" in the Emergency Preparedness section. Consider periodic reminders to all of your staff to keep their contact information up to date.

**During the first month and beyond:**

*Department orientation does not end after the first week of employment; it's an ongoing process that can last from three months up to a year. To achieve success, departments must use strategies that focus on long term assimilation of an employee.*

- Meet regularly with the employee to answer questions and ensure that he/she is becoming acclimated to the department, position, responsibilities, and projects.
- Meet with employee after the HRS new hire orientation to be sure all questions have been answered and cover any concerns he/she has.

- Schedule times for regular performance feedback and career development discussions.
- Schedule annual written performance evaluations.
- Encourage employee feedback.

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