University of South Alabama Human Resources

New Employee Checklist:
Supervisor's Department Checklist for Orienting New Employees

☞ **Supervisors: This optional checklist has been designed to assist you in helping new employees to get acquainted with the department. It can serve as a tool for communicating all relevant department-specific practices, procedures, position responsibilities/expectations, and other essential information.**

Reminder

As per federal law, all new employees must complete an I-9 Employment Eligibility Verification form on the first day of employment but no later than the third day of employment.

Welcome

❑ Tour of department

❑ Introduce co-workers

❑ Location of restroom/break area

❑ Location of work area

❑ Explain parking/building security (keys)

❑ Ordering supplies procedure (If applicable: business cards; name plate for desk, etc.)

❑ Telephone procedures

❑ Department practices/procedures

❑ Parking Procedures
(USA Tag Procedures—if applicable)

❑ Department mission/goals

❑ Department calendar

❑ Department organizational structure

❑ Department's service philosophy

❑ Department meetings & events

❑ Department phone list

❑ Department bulletin board

❑ Department exit/evacuation plan

Employee's Position

❑ Job description/responsibilities

❑ Essential department personnel during emergencies

❑ Job goals/objectives/projects

❑ Work hours/breaks

❑ Call in procedures (sick, emergencies, etc.)

❑ Department paperwork (time sheet, etc.)

❑ Salary rate, grade, pay schedule

❑ Department mailing address

❑ Use of computer systems (E-mail, etc.)

❑ New employee's E-mail address

❑ Department vacation procedures

University of South Alabama Human Resources

Safety/Environmental

❑ Department safety/environmental issues

❑ University Emergency Response Plan

❑ Department maintenance/potential hazard concerns

❑ Procedures for reporting on-the-job injuries

Employee's Career Development

❑ Probationary period/performance evaluation

❑ Training opportunities

❑ Professional associations (if applicable)

❑ Opportunities for promotion/transfer

Comments_____
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