SUPERVISOR ONBOARDING CHECKLIST FOR NEW EMPLOYEES

Supervisors will complete this helpful checklist with new employees.

Supervisor Name:	
Employee Name:	
Employee's Job Title:	
Date of Hire:	

Prior to Start Date

Goals: To present a welcoming work environment with informed colleagues and a fully equipped workspace

☐ Set up, clean, and prepare workspace (i.e., equipment, business cards, name plate, office supplies, etc.)

☐ Send e-mail to department welcoming the new employee

☐ Contact HR to set up employees e-mail and banner.

☐ Contact **Information Services** if other account requests are needed

☐ **obtaining keys and set up card access**.

☐ **requesting a phone line and setting up voicemail**.

☐ Call employee to:

    ☐ Ensure they have scheduled a benefits meeting with HR **(I-9 form must be completed on or before their first day of work)**

    ☐ Confirm start date, time, location, and parking

☐ Faculty:

    ☐ Meet with Department Chair

    ☐ Online Learning

First Day

Goals: The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.

☐ Be available to greet employee on the first day and introduce to other staff members

☐ Confirm that employee has met with HR regarding benefits, new hire paperwork, and I-9 form

☐ Take employee on a department and campus tour

☐ Review job description, outline of duties and expectations

☐ Discuss

    ☐ Normal working/business hours or specific work schedule

    ☐ Lunch protocol

    ☐ Location of restrooms

☐ Submitting timesheets

☐ Requesting time off

☐ Absentee call-in procedures and use of sick leave accruals

☐ Provide building specific safety and emergency information

☐ Discuss accident reporting procedures

☐ Ensure employee is in RAVE alerts at https://getrave.com/login/canton

☐ Provide information on setting up e-mail, outlook calendar, one drive, teams, and voicemail

First Week
Goals: New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.

☐ Continue to provide timely, meaningful, and on-going feedback

☐ Within 30 days of hire, review and complete the employee's performance program with the employee. Send signed performance program to HR

First Month
Goals: Provide compliance training and monitor orientation to the workplace

☐ Compliance Training - New employees will receive emails from HR, ensure employees complete the online trainings.

☐ Haz/Com and Right to Know	☐ Preventing Workplace Violence
☐ Preventing Sexual Misconduct/Title IX	☐ Drug & Alcohol-Free Workplace
☐ Fire Extinguisher Safety	☐ Active Shooter Preparedness
☐ Preventing Discrimination & Harassment	☐ CleryAct: Making Our Campus Safer
☐ Combat Heroin & Preventing Drug Abuse	☐ Minors on Campus
☐ Information Security	☐ SUNY Project Sunlight
☐ Domestic Violence in the Workplace	☐ FERPA
☐ Bloodborne Pathogens & MRSA	☐ Internal Controls Essentials
☐ Reporting Child Abuse	

☐ Ensure employee contacts purchasing for requisition training

☐ Ensure employee contacts Travel Coordinator for travel training

☐ Continue to provide timely, meaningful, and ongoing feedback

☐ Schedule conversations to "check in" with the new employee

Completed on (Date)	
Supervisor Signature	
Employee's Signature	