



# New Hire Checklist for Supervisors

New Hire: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Division: \_\_\_\_\_  
Department: \_\_\_\_\_

*This checklist will help the department and supervisor prepare for the arrival of the new hire. Refer to the following only as a guide – not all information will be relevant for all new hires, likewise, additional information may need to be added.*

## Before the Employee's First Day:

- Order any new furniture needed for the workspace
- Order keys or ensure OneCard access has been set up
- Purchase basic office supplies and have on desk
- Order computer equipment and supplies if needed
- Have computer software installed on computer
- Order new user IDs and passwords as needed
- Check that phone number is registered to the new hire
- Place applicable reading materials on desk – telephone/voicemail system and procedures, policies, and departmental specific information
- Update departmental website with new hire's contact information
- Organize paperwork to order a Procurement card as needed
- Prepare "First Week" schedule of meetings and tasks that the new hire can refer to during the first week of employment (include a meeting with the immediate supervisor and a lunch with one or more members of the department)
- Review the [New @ TU](#) webpage for additional information and links

## During First Week(s) of Employment:

- Share work schedule, breaks, and overtime/comp time provisions
- Share the process for requesting time off
- Review job duties
- Review performance expectations, probation period, and appraisal process
- Provide a functional organizational chart (department/division)
- Review the functions of the department, units within and individuals
- Review the interrelationships with other departments
- Give access to and train on the use of any equipment
- Show how to use the [phone system and email](#)
- Review the campus inclement weather procedure and their role
- Ensure completion of [Compliance Training](#) (ex. Title IX course)
- Recommend attendance of the [Active Shooter](#) course

## Questions and Notes: