

Supervisor Checklist for New Employees

This checklist is provided as a general guideline to assist supervisors in orienting new employees to Kutztown University and the department in which they are employed, not as a limitation to the supervisor. Any additional information deemed necessary by the supervisor should also be discussed with the employee.

Workplace Essentials

- Confirm employee has met with Human Resources for Benefit and Payroll Information
- Parking Permit
- Network/Email access (Can be obtained from the IT Help Desk)
- ID Card
- Contact Phone Services to change location for new internal employees
- SAP access
- Explain Smoking Policy
- Review appropriate departmental attire
- Show where key locations are found, i.e. restroom, lunchroom, ATM
- Show where to keep personal belongings
- Review absence procedures: Explain who to notify, provide the phone number, when to call and when a physician's note is necessary.
- Review inclement weather procedures (including essential employees)
- Provide a campus map and/or orient employee to the rest of the campus
- Emergency Contacts (Who we should call on behalf of the employee)

Work Responsibilities and Assignments

- Position Description with review of duties and responsibilities
- Supervisory/Departmental performance expectations (the how as opposed to the what)
- Explain probationary period/Performance evaluations
- Provide a mentor to answer questions and provide assistance.
- Discuss departmental quality standards
- Discuss departmental procedures
- Discuss confidentiality as needed for your department
- Provide records, files, instructions necessary for the job
- Review acceptable and unacceptable performance

Work Environment

- Introduce coworkers and explain organizational chart
- Introduce student workers
- Introduce to employees in other departments, especially those your department works with closely
- Explain use of equipment and how to obtain supplies
- Explain how non-work related activities are handled, such as office traditions, celebrations, coffee club.
- Locate first aid supplies

Work Schedule

- Review work schedule
- Review Leave and Holidays, including how the holiday week leave is earned
- Review overtime if applicable
- Review meal times and breaks