

University of South Alabama Human Resources

Supervisor Checklist for New Employees

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

Reminder:

In accordance with the federal law, all newly hired employees are not allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II of the I-9 form.

Welcome

- Tour of department
- Introduce co-workers
- Location of restroom/break area
- Explain building security (keys/ID badges)
- Procedure for ordering supplies
- Telephone procedures
- Department phone list
- Parking procedures (USA Parking Permit procedures, if applicable)
- Department practices/procedures
- Department missions/goals
- Department calendar
- Department organizational structure
- Department service philosophy
- Department meetings and events
- Department bulletin board (if applicable)
- Department exit/evacuation plan

Employee's Position

- Job description/responsibilities
- Job goals/objectives/projects
- Work hours/breaks
- Call in procedures (sick, emergencies, etc...)
- Essential department personnel during emergencies (if applicable)
- Department vacation procedures
- Salary rate/grade
- Department mailing address
- Communication of University closings (weather and other emergencies)
- Use of and policies for computer systems and telephone (e-mail, internet, cellphone, and social media)

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)