New Hire Checklist for Supervisors

New Hire: _____   Division: _____
Supervisor: _____   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 boxes and desk
☐ Order computer equipment and supplies if needed
☐ 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
☐ Arrange appropriate procedure. Procurement cards 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

☐ Ensure completion of **Compliance Training** (ex. Title IX course)
☐ Recommend attendance of the **Active Shooter** course

Questions and Notes: