



HIRING SUPERVISOR'S ORIENTATION PLANNING CHECKLIST

Employee's Name _____

Date Employed _____

Title _____ Department/College _____ Supervisor _____

By providing the following information, you will help your new employee become oriented to your department/college more quickly. **Please place a check mark to indicate you have reviewed and discussed the following with your employee.** Upon completion, please send this form to the Office of Human Resources no later than two (2) weeks from the employment date.

Before the First Day

- ☐ Provide information on where to park, where to report to work and cover the importance of maintaining a professional and neat appearance.
- ☐ Prepare the employee's office/ work area so he/she feels comfortable on the first day (order supplies, make sure it is clean, etc.).
- ☐ Schedule an appointment for the employee on the first day to meet with the Manager, Employment/Recruitment to complete the appropriate Human Resources forms. The Manager, Employee Relations and the Manager, Benefits Administration will ensure the new employee is scheduled for the New Hire/Benefits Orientation.

A. The Essentials.

- ☐ Establish what name the new employee prefers.
- ☐ Tour of the work area: rest rooms, water fountains, employee bulletin boards, vending machines, coat racks, lockers, first aid supplies, fire exits employee entrances, cafeterias, break areas, mailboxes, copier, etc.
- ☐ Explain how to use the computer, telephone, and the proper way to answer the telephone.
- ☐ Explain how and where to obtain and order supplies.

B. The Department . . .

- ☐ Personal introduction to all fellow employees by the supervisor.
- ☐ Review of job responsibilities and position description.
- ☐ Explain the procedure for handling complaints within the department.
- ☐ Provide a precise work assignment on the employee's first day, along with a full explanation of where to go for assistance. (This gives the employee a sense of achievement and accomplishment on the very first day.)

C. Safety and Emergency Procedures . . .

- ☐ Explain what to do in case of a fire, or emergency situation.
- ☐ Describe how to contact the WesternU Safety Department.
- ☐ Explain what to do if an accident or injury occurs and where the first aid kit is located.

D. Administrative Details . . .

- ☐ Schedule an informal discussion with employee at an appropriate time just prior to the end of the day.
 - a. Get employee's impression of his/her first day.
 - b. Give assurance: express confidence (if appropriate).
 - c. Show understanding: listen patiently.
 - d. Leave employee with the understanding that there will be adequate and supportive supervision. Encourage the employee to continue to ask questions when clarification is needed.

Second day through end of first week

A. Attendance and Pay Issues . . .

- ☐ Explain paydays, method for paycheck distribution and date employee should receive first check.
- ☐ Discuss the importance of regular attendance and punctuality to the department.
- ☐ Review the call-in procedures and proper notification of tardiness and absences.
- ☐ Discuss sick leave policy and how to properly document usage.
- ☐ Discuss how an employee accrues, requests, and reports use of vacation leave.
- ☐ Discuss the holiday schedule.
- ☐ If appropriate, explain overtime request and reporting procedures.

B. Additional College/Departmental Elements

- ☐ Discuss why the employee's work is important to the department.
- ☐ Provide a copy of the vision, mission and core values of WesternU and the goals of the respective department.
- ☐ Explain the general purpose and functions of department, emphasizing the importance of providing superior service and support to faculty, staff and students.
- ☐ Explain the importance of the positive interrelationships of the department to other departments.

C. Other Colleges/Departments within WesternU . . .

- ☐ Discuss importance of providing quality service and working effectively as a member of the WesternU team.
- ☐ Encourage the employee to continue to ask questions about WesternU Policies and job duties.
- ☐ Inquire about and discuss difficulties that employee has with the job. Ask about areas, if any, you can assist with.
- ☐ Set up a designated time period, perhaps weekly, to meet with the employee to discuss his/her questions and concerns during the first few months of employment.

D. Signatures

Department Supervisor/Director Signature

Date

Employee's Signature

Date

cc: Employee Personnel File