***Supervisor’s Checklist for Completing the Hiring Process***

***AND Welcoming Your New Employee***

Some of these items are job specific and may not apply to all new hires.

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| ***After Candidate Accepts Job Offer*** |
| 1. | ⎕ | Complete the hiring process in Recruiting solutions. |
| 2. | ⎕ | Contact other candidates you interviewed but did not select and inform them of your decision. |
| 3. | ⎕ | Communicate an announcement of the new employee to unit staff and search committee. |
| ***Prior to the First Day of Work*** |
| 4. | ⎕ | Review Supervisor’s Duties on the [New Employees](https://www.cwu.edu/about/offices/human-resources/hiring-process/supervisor-duties-for-new-employees.php) webpage located on the HR homepage.  |
| 5. | ⎕ | Prepare a training plan. The Learning and Talent Management Unit provides resources for our standard enterprise-wide and desktop applications (i.e. PeopleSoft, Faculty 180, Financial Management System, etc.). For a course catalog and calendar visit: [Central Learning Academy](https://www.cwu.edu/hr/central-learning-academy).  |
| 6. | ⎕ | Prepare a list of contacts such as department staff and other employees with whom the new employee will be working closely. |
| ***On the Employee’s First Work Day*** |
| 7. | ⎕ | Ambassador will meet new employee at 8:00 am on first day and escort him/her to New Employee Welcome (NEW). After NEW, ambassador will provide a campus tour to get keys and connection card. |
| 8. | ⎕ | Greet the new employee after New Employee Welcome.* Introduce him/her to co-workers and other job-related individuals.
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| 9. | ⎕ | Provide information about the department such as:* General information, hours of service, and service provided.
* University and department organization charts.
* Department mission and culture.
* Customer service philosophy, response time, and phone etiquette.
* Department communication process, staff meetings, emails.
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| 10. | ⎕ | Discuss safety policies and regulations:* [Hazard Communication](https://www.cwu.edu/about/offices/campus-safety/environmental-health-safety/safety-training-awareness/hazard-communication.php)
* Show where the Material Safety Data Sheets (MSDS) are located, room/building exit(s), first aid kit and fire extinguisher; discuss building security; discuss procedure for reporting accidents to the supervisor immediately and completing appropriate form(s).
* Direct to Central’s [Annual Security and Fire Safety Report](https://www.cwu.edu/about/offices/campus-safety/police/_documents/cwu-university-police-public-safety-asfs-report-csr.pdf) (http://www.cwu.edu/about/offices/campus-safety/police/department-information/cwu-crime-stats.php).

This report provides information regarding crime prevention programs, the law enforcement authority, crime statistics and information required by law. |
| 11. | ⎕ | Discuss specific university policy, procedures, and department protocols:* CWUP 2-40 [Ethics, Health and Safety, and Compliance](https://www.cwu.edu/about/policies-procedures/policies-manual/2-0-general-policies/cwup-2-40.php)
* Provide copy of or direct employee to the following: CWUP 2-40-030 [Alcohol and Other Drugs](https://www.cwu.edu/resources-reports/cwup-2-40-030-alcohol-and-other-drugs)
* Dress code.
* Work hours, lunch and break times.
* Payroll schedule and procedures, process for obtaining pay, overtime policy, etc.
* Vacation and holiday policy and process for requesting time off or reporting absences.
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| ***Within First Weeks of Employment*** |
| 12. | ⎕ | Review the position description: Discuss specific position duties and responsibilities, performance expectations and employee’s role in the department. Explain performance management procedures (discuss use of the Performance Development Plan, frequency of performance reviews; training and development suggestions). Discuss probationary/trial service period (if applicable).  |
| 13. | ⎕ | Discuss a training plan. Familiarize him/her with CWU professional development resources.  |
| 14. | ⎕ | Schedule a meeting with your new employee to check-in, answer questions, and to determine how well she or he is adjusting to their new job. |

Contact your HR Partner with any questions.