# 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.

## 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](#) 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](#).
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. 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.
8. Discuss safety policies and regulations:
   - [Hazard Communication Fact Sheet for Office Personnel](http://www.cwu.edu/facility/hazard-communication-fact-sheet-office-personnel)
   - 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).
   This report provides information regarding crime prevention programs, the law enforcement authority, crime statistics and information required by law.

9. Discuss specific university policy, procedures, and department protocols:
   - CWUP 2-40 [Ethics, Health and Safety, and Compliance](#)
   - Provide copy of or direct employee to the following: 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.

## Within First Weeks of Employment

10. 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).
11. Discuss a training plan. Familiarize him/her with CWU professional development resources.
12. 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.

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