

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 | | |
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| 1. | <input type="checkbox"/> | Complete the hiring process in Recruiting Solutions. |
| 2. | <input type="checkbox"/> | Contact other candidates you interviewed but did not select and inform them of your decision. |
| 3. | <input type="checkbox"/> | Communicate an announcement of the new employee to unit staff and search committee. |
| Prior to the First Day of Work | | |
| 4. | <input type="checkbox"/> | Review Supervisor's Duties on the New Employees webpage located on the HR homepage. |
| 5. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | Provide information about the department such as: <ul style="list-style-type: none"> • 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. | <input type="checkbox"/> | Discuss safety policies and regulations: <ul style="list-style-type: none"> • 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). • Direct to Central's Annual Security and Fire Safety Report (http://www.cwu.edu/police/cwu-crime-statistics). This report provides information regarding crime prevention programs, the law enforcement authority, crime statistics and information required by law. |
| 9. | <input type="checkbox"/> | Discuss specific university policy, procedures, and department protocols: <ul style="list-style-type: none"> • 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. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | Discuss a training plan. Familiarize him/her with CWU professional development resources. |
| 12. | <input type="checkbox"/> | 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.