

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.	<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"/>	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.	<input type="checkbox"/>	Greet the new employee after New Employee Welcome. <ul style="list-style-type: none"> Introduce him/her to co-workers and other job-related individuals.
9.	<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.
10.	<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.
11.	<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		
12.	<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).
13.	<input type="checkbox"/>	Discuss a training plan. Familiarize him/her with CWU professional development resources.
14.	<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.