Supervisor Checklist for New Employees

This checklist is provided as a general guideline to assist supervisors in orienting new employees to Kutztown University and the department in which they are employed, not as a limitation to the supervisor. Any additional information deemed necessary by the supervisor should also be discussed with the employee.

Workplace Essentials
- □ Confirm employee has met with Human Resources for Benefit and Payroll Information and provided documentation for I-9. Please note, the FBI fingerprinting is currently on-hold due to changes in vendor. Please remind the new employee that s/he will need to complete that when HR contacts them.
- □ Parking Permit – can be obtained the first week in Public Safety
- □ Network/Email access – if the employee does not have any prior KU service, this will be provided to the supervisor via email as soon as the afternoon of the first day, provided HR has gotten the appropriate paperwork, then IT will set them up during their first week. Rehires may need special attention.
- □ ID Card – will be available the 2nd day of employment, at the earliest
- □ If keys are needed, please contact Jennifer McDonald, in Facilities
- □ Contact Phone Services to update location for new and internal employees
- □ SAP access – available when network/email access is granted
- □ ESS access – available when network/email access is granted
- □ Explain Smoking Policy
- □ Review appropriate departmental attire
- □ Show where key locations are found, i.e. restroom, lunchroom, ATM
- □ Show where to keep personal belongings
- □ Review absence procedures: Explain who to notify, provide the phone number, when to call and when a physician's note is necessary.
- □ Review inclement weather procedures (including essential employees)
- □ Provide a campus map and/or orient employee to the rest of the campus
- □ Emergency Contacts (Who we should call on behalf of the employee)

Work Responsibilities and Assignments

- □ Position Description with review of duties and responsibilities – please review JD/EF and sign the bottom of the JD and have the employee sign it and return to HR ASAP
- □ Supervisory/Departmental performance expectations (the how as opposed to the what)
- □ Explain probationary period/Performance evaluations
- □ Provide a mentor to answer questions and provide assistance.
- □ Discuss departmental quality standards
- □ Discuss departmental procedures
- □ Discuss confidentiality as needed for your department
- □ Provide records, files, instructions necessary for the job
- □ Review acceptable and unacceptable performance

Work Environment
- □ Introduce coworkers and explain organizational chart
- □ Introduce student workers
- □ Introduce to employees in other departments, especially those your department works with closely
- □ Explain use of equipment and how to obtain supplies
- □ Explain how non-work related activities are handled, such as office traditions, celebrations, coffee club.
- □ Locate first aid supplies

Work Schedule
- □ Review work schedule – For new SCUPA employees, please review 37.5 and 40 hour.
- □ Review Leave and Holidays, including how the holiday week leave is earned (for example, if hired after President's day, they will need a different kind of leave for December 26th) – All holiday calendars can be found on the KUHR website: https://www.kutztown.edu/about-ku/administrative-offices/human-resources/payroll-faculty/staff.html
- □ Review overtime if applicable
- □ Review meal times and breaks

Training

- □ Make sure that the "Protection of Minors" through LawRoom is completed within the first month of employment. Please note, this training needs to be completed every academic year for all employees.