

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 received information from Human Resources for onboarding and has provided documentation for I-9 to HR.
- ☐ 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.
- ☐ Parking Permit – can be obtained the first week in KU Card office in Academic Forum.
- ☐ ID Card – will be available around the third day of employment, at the earliest
- ☐ If keys are needed, please contact Facilities for a key request form
- ☐ Contact IT (Kyle Wolfe or Josh Heller) to update location for new and internal employees
- ☐ SAP access – available when network/email access is granted (if applicable)
- ☐ ESS access – available when network/email access is granted (on/after first day)
- ☐ 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 – should have been signed along with appointment letter. Review with employee.
- ☐ 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
- ☐ Review Leave & Holidays, including how the holiday week leave works (ex: hired after Presidents' Day, they would need to cover the day after Christmas) – All holiday calendars can be found on the KUHR website:
<https://www.kutztown.edu/about-ku/administrative-offices/human-resources/payroll-facultystaff/holiday-and-pay-calendar.html>
- ☐ Review overtime/comp time/time sheet reporting if applicable
- ☐ Review meal times and breaks

Training/Orientation

- ☐ Make sure that the online youth protection training is completed when assigned. Please note, this training is required annually for all employees.
- ☐ Make sure employee attends the required New Employee Orientation, scheduled monthly on the second Thursday. Supervisors are copied on the invitation for awareness.