



NEW EMPLOYEE -- SUPERVISOR CHECKLIST

(To be reviewed with employee within two weeks of hire)

Employee: _____ Position: _____

All Positions – Supervisor/Dean

- Office Location _____
- Office Furniture/Equipment
 - Computer
 - Phone
 - Desk
 - Chair
 - File Cabinet
- Computer Software (all computers have Microsoft Office, including Word, Excel, PowerPoint, Access, etc.)
 - The following additional software is needed and has been requested:
 - Contribute for creating web pages*
 - Adobe Acrobat for creating PDF files (reader only is free)
 - Other _____
- Special Computer Access (if needed)
 - Faculty View
 - Registration
 - Fundware
 - Other _____
- E-Mail Groups (when general computer is made each employee is put in their respective group i.e., faculty, administrator, classified, ASM.) If employee should be part of other e-mail groups, list them here _____ and send a work request to Tech Services requesting their addition to the groups.
- Key Request – Office/Building/Classrooms
- Copy Machine Code
- Location of photocopier and procedure for its use including Print Shop Services
- Location of department supplies and procedure for obtaining them
- Campus Tour
- Introduced to all staff members of department/division

- Introduced to other people he/she will be dealing with in performing job
- Informed of location of District Policies and Procedure manual
- Informed of office procedure for notification of absence in case of illness or emergency
- Informed of fire escape route/procedure
- Informed of lunch coverage procedure
- Informed of break procedure
- Location of staff dining area, restroom and water fountain
- Assigned to person to train new employee on the job

Faculty Positions – Dean Responsible

- Assign Load
- Sample First Day Handouts
- Faculty Welcome Packet
- Mentor
- Faculty Handbook
- Library Card (Library Staff)
- Meeting dates, times, and places
- Student Handbook
- Teaching On-line – Schedule Appointment for orientation for online instructors.
- Teaching with Smart Classroom Equipment – Schedule appointment with Video Conferencing for review of equipment, etc..

Supervisor’s Signature: _____ Date: _____

Employee’s Signature: _____ Date: _____

Return completed form to Human Resources