



New Employee Supervisor Checklist

In an effort to streamline the onboarding of new employees, please complete this and return to the Human Resources Office. This is to be reviewed with new employees within one week of hire.

Employee: _____

Position: _____

- Office Location: _____
- Office Furniture/Equipment
 - Computer Account
 - Computer
 - Phone
 - Long Distance Code
 - Desk
 - Chair
 - File Cabinet
- Ergonomic Evaluation with HR
- Work Schedule
 - Informed of break procedure
 - Informed of fire escape route/procedure and building stewards
 - Informed of lunch break procedure
- Computer Software (All computers have Microsoft Office which includes Word, Excel, PowerPoint, Access, OneNote, etc.)
 - Additional software needed to be requested from Tech Services:
 - Microsoft Visio
 - Website Rights (If maintaining content for one of the areas on campus)
 - Adobe Acrobat for creating PDF files (reader is free)
 - Banner Access
 - Other: _____
- Special Computer Access (if needed)
 - COS Email Address: _____@siskiyous.edu
 - Email Groups (When an employee is given a COS email account, the employee is put into their respective employee group (i.e., Faculty, Administrator, Classified, Unrepresented) If the employee should be a part of other email groups, contact the email group owner and request the employee be added: _____)
 - Listservs or other email groups: _____
 - MySiskiyous Login: _____
- Key Request Form – Office/Building/Classrooms/Mailroom (form can be accessed through MySiskiyous)
- Tech Services Help Desk
 - How to submit a ticket

- SchoolDude login assigned by Maintenance
 - o How to schedule a room
 - o How to submit a maintenance request ticket
- Copy Machine Code
 - o Location of photocopier and procedure for use
- COS Connect by: EverBridge
- Location of department supplies and procedure for obtaining them
- Campus Tour
 - o Introduced to all staff members of department/division
 - o Introduced to other people he/she will be dealing with in performing job
 - o Location of staff break room, restroom, water fountain and mailroom
 - o Food Services Menu: <http://www.siskiyous.edu/foodservices/>
- Informed of location of District Policies, Administrative Procedures, and Office Procedures Manual
 - o Informed of office procedure for notification of absence in case of illness or emergency
- Assigned to person to train new employee on-the-job
- Keenan SafeColleges Training (Human Resources will assign)
- Leave request/approval process
 - o Classified Form: <http://www.siskiyous.edu/humanresources/documents/LeaveRequest.pdf>
 - o Faculty Form: <http://www.siskiyous.edu/humanresources/documents/FacultyLeaveRequest.pdf>
- Time and Effort Reports (only for grant funded positions)
- Informed of when payday is
 - o Direct Deposit Form: <http://www.siskiyous.edu/humanresources/documents/authorizationfordirectdepositform.pdf>
- New Hire Orientation, invitation from Human Resources

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

Please return completed form to Human Resources



New Employee Scavenger Hunt

As a new employee here at College of the Siskiyou, and in an effort to familiarize yourself with the College's website, please complete the following online scavenger hunt.

Employee: _____

Position: _____

Date: _____

1. Go to the college's website at www.siskiyou.edu
2. Find the following items on the website:
 - Site Index A-Z
 - Calendar of Events
 - Academic Calendar
 - Bargaining Agreements (Classified and Faculty)
 - Food Services Menu
 - Leave Forms
 - Board Policies
 - Administrative Procedures
 - Organizational Charts
 - Salary Schedules
 - Overtime Request Forms
 - MySiskiyou Portal
 - Title IX
 - Phone Directory

Please turn this page into your supervisor after you are able to find each item