 SUPERVISOR: ONBOARDING CHECKLIST

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Orientation

***Welcome***

\_\_\_\_ Introductions

\_\_\_\_ Determine name employee wishes to be called

\_\_\_\_ Brief history of USU, your department and its products, services and markets

\_\_\_\_ Introduce employee to lead person and co-workers

\_\_\_\_ Assign a co-worker or other responsible person as point of contact- “buddy”

***General Procedures and Regulations***

\_\_\_\_ Location of restrooms, cafeteria/break room, vending machines, storage areas, smoking areas

\_\_\_\_ Time and Attendance policy and call-in procedure

\_\_\_\_ Personal use of telephone, email, internet and other company equipment or facilities

\_\_\_\_ Care of equipment

\_\_\_\_ Security procedures

\_\_\_\_ Parking location and pass

\_\_\_\_ Dress code

\_\_\_\_ Where to get information and help

***Safety***

\_\_\_\_ Review general safety rules

\_\_\_\_ Job or equipment hazards

\_\_\_\_ Reporting accidents or illnesses

\_\_\_\_ Location of first aid/CPR assistance/medical care

\_\_\_\_ Emergency evacuation procedures

\_\_\_\_ Lockout-tagout procedures & Hazard communications training (MSDS) (If applicable)

\_\_\_\_ Storage and disposal of solvents, hazardous chemicals and waste (If applicable)

\_\_\_\_ Eye protection, hearing protection, and other protective equipment requirements (If applicable)

\_\_\_\_ Proper lifting technique & required safety clothing and footwear (If applicable)

***Hours of Work/Pay Policies***

\_\_\_\_ Work hours (starting and stopping times)

\_\_\_\_ Overtime requirements

\_\_\_\_ Lunch and break periods

\_\_\_\_ Aggietime, Mytime, and exempt procedures

\_\_\_\_ Starting rate of pay

\_\_\_\_ Paycheck distribution (when, where, how)

 \_\_\_\_ Pay discrepancies

\_\_\_\_ Performance reviews

\_\_\_\_ Pay increases

\_\_\_\_ Vacation/holidays

\_\_\_\_ Sick/Comp time

***The Job***

\_\_\_\_ Tour of department/worksite

\_\_\_\_ Department structure

\_\_\_\_ Employee's job duties and job scope

\_\_\_\_ Employee's job as it relates to total product or service

\_\_\_\_ Performance expectations

\_\_\_\_ Quality requirements

\_\_\_\_ Systems/tools/procedures

Resources to begin

* Work with the supervisor to ensure new hires can obtain what they need from the following places:

Key Office: 1295 E 700 N, Logan, Room 104.

 Parking Pass: 840 E 1250 N, Logan.

 Employee ID Card: Taggart Student Center 650 N 800 E, Logan

 Computer Accesses: IT- <https://support.usu.edu/>

 P Card: <https://controllers.usu.edu/team/pcards>

 Motorpool: <http://parking.usu.edu/motorpool/>

 ILS: <https://training.usu.edu/required-trainings/required_training>