

SUPERVISOR'S CHECKLIST
Second day through end of first two weeks

1. _____ Review the employee's pay rate, payday schedule, and departmental salary increase policies/procedures.
2. _____ Explain probationary period (orientation and training period).
3. _____ Review importance of regular attendance and punctuality - how to submit absence forms, what records are kept, importance to department, and effect on employee's progress.
4. _____ Review the process for illness, absence and tardiness notification, vacation accrual and scheduling. Discuss overtime procedures and holiday schedules.
5. _____ Review with employee the policy on disciplinary action for violation of the rules.
6. _____ Discuss why the employee's job is important to the department.
7. _____ Provide employee with a copy of the department's performance appraisal form. Review it and discuss the position's expected standard of performance. Let the employee know what constitutes a job "well done."
8. _____ Inform the employee of safety practices.
9. _____ Introduce employee to key administrators, deans, directors and managers.
10. _____ Introduce employee to the United Way coordinator for your department. Discuss payroll deduction procedures used for United Way contributions.

On-going/Continual Discussions

1. _____ Observe employee's work performance and inform how well he/she is learning new job.
2. _____ Discuss importance of the department's image, of providing quality customer service and the team-work concept in dealing with other departments.
3. _____ Discuss ways in which the job performance can be improved.
4. _____ Encourage employee to continue to ask questions whenever he/she is unclear.
5. _____ Point out employee's strong points and commend the employee for good work. Emphasize importance of excellent service, friendliness and hard work.
6. _____ Inquire about and discuss difficulties that employee has with the job. Ask what things you could do to help.
7. _____ Set up a designated time period, perhaps weekly, to meet with employee to discuss his/her questions and concerns in the first few months of employment.
8. _____ Encourage the employee to provide outstanding support and excellent service to students and faculty.

NOTE: Be sure that all applicable checklist items have been explained to new employee as indicated by the checkmark.

I have reviewed and discussed all applicable checklist items with employee.

Supervisor's signature: _____ Date: _____

Department: _____ Phone: _____

This form should be kept in the Employee's Departmental File.

TWO WEEK DISCUSSION

Employee: _____ **Social Security Number:** _____

Supervisor: _____ **Employment Date:** _____

It is not necessary to give written responses to these questions. The questions listed are simply an outline of major topics to cover when conducting the two-week performance discussions and will assist you in providing important feedback to the new employee.

1. In what job responsibility areas do you feel the new employee is especially strong?
2. Generally, how well is the new employee functioning thus far compared to how you expect an employee to function after two weeks of employment?
3. What suggestions could you give to the new employee to assist in adapting to the new position?
4. Are there things that the department could do to assist the new employee to adapt to the new position?
5. Are there any areas of the new employee's job that need additional clarification?

We have discussed the above questions:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____