New Hire Supervisor Orientation Checklist

Employee Name: ____________________________________________ Start Date: _______________________
Position: ___________________________________________________ Department: _____________________

Check if completed or indicate “NA” if not applicable.

Checklist To Complete Prior To Employee Starting
___ Prepare workspace
___ Arrange meeting with AAO (Lori Mikl) for Sexual Harassment & Discrimination Training
___ Arrange meeting with Safety Director (Erin Paulson) for any required safety training
___ Add new employee to department e-mail lists
___ Arrange telephone & voicemail access
___ Prepare first day job assignments
___ Advise co-workers of new employee and start date
___ Arrange lunch with supervisor/co-worker
___ Arrange for keys

Checklist To Complete With Employee
___ Introduction to co-workers
___ Departmental tour
___ Bulletin boards
___ Go through position description
___ Organizational chart
___ Office organization (files, supplies, etc.)
___ Copy machine and fax use
___ Office resources (directories, manuals, staff listings)
___ Introduction/overview of Winona State University
___ College catalog (faculty)
___ Work area
___ Work hours, lunch, and breaks
___ eTimesheets (Instructions on preparation and deadlines)
___ Vacation/sick/personal leave policies, including process for making requests
___ Department meetings
___ Department policies and procedures
___ Emergency procedures
___ Meetings with other select departments

_____________________________              ______________________________
Employee Signature                                                    Date
_____________________________              ______________________________
Supervisor Signature                                                    Date

Please complete, sign, and return this form to Human Resources.