### On-Boarding Checklist for Direct Supervisor

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Start Date:</th>
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</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Manager:</td>
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#### FIRST DAY:
- Provide employee with an overview of the department and speak about the culture of the organization
- Introductions to team
- Review initial job assignments and training plans
- Review job description and performance expectations and standards
- Review the organizational chart
- Review any committee information that the employee needs
- Review job schedule and hours

#### POLICIES:
- Review key policies:
  - Absentee / lateness
  - Dress code
  - Customer service expectations
  - Progressive disciplinary actions
  - Confidentiality
  - Equipment Policy
- Safety / Workers Compensation
- Emergency procedures
- Visitors
- E-mail and Internet use

#### ADMINISTRATIVE PROCEDURES:
- Review general administrative procedures:
  - Office / desk / work station
  - Motor Vehicle Policy
  - Mail (incoming and outgoing)
  - Shipping (FedEx, DHL, & UPS)
  - BuzzMart
  - Telephone guidelines
  - Cell phone usage
  - Building access cards / keys
  - Conference rooms
  - BuzzCard usage
  - TechWorks
  - Travel & Expense System

#### INTRODUCTIONS AND TOURS:
- Give introductions to department staff and key personnel during tour (try to have as many people involved as possible).
- Tour of facility, including:
  - Restrooms
  - Mail room
  - Copy room
  - Fax machine
  - Bulletin boards
  - Parking
  - Printer(s)
  - Office supplies
  - Break room
  - Food Court / restaurants
  - Emergency exits
  - Building access issues

#### POSITION INFORMATION:
- Job Description
- Performance Expectations
- Organizational Chart

#### DEPARTMENT SPECIFIC COMPUTER & SOFTWARE USAGE GUIDELINES:
- Hardware and software reviews, including:
  - E-mail
  - Intranet
  - Microsoft Office System
  - Data security & storage
  - Databases
  - Internet

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Signature: ____________________________  Supervisor: ________________________________
Date: ________________________________  Date: ________________________________