



COLUMBUS STATE
UNIVERSITY

SUPERVISOR'S CHECKLIST
NEW EMPLOYEES / PROMOTIONS / TRANSFERS

DEPARTMENT: _____

EMPLOYEE: _____

SUPERVISOR: _____

POSITION: _____

FIRST DAY OF WORK: _____

In order to properly orient the new employee / promotion/ transfer to the department and Columbus State University, supervisors are requested to cover the information on this checklist. Each item should be checked with the appropriate signature and forward to the Human Resources Office no later than ten (10) days from the first day of your employee's start date.

- Offer a genuine welcome and an enthusiastic introduction to the department. Introduce the employee to supervisors and coworkers and briefly explain the work of each employee. Conduct departmental orientation including: a tour of the department, indicating the locations of rest rooms, lunch rooms, break rooms, etc.
- Explain the departmental organization, the functions, and the services of the department.
- Review work plan/job description with the employee. Discuss specific position duties and responsibilities, performance expectations and employee's role in the department.
- Explain the purpose of the provisional employment period. All employees are required to serve the first six months of employment in the University System on a provisional basis to provide the employer an opportunity to evaluate the employee performance. Check the appropriate one:
 - Professional/Administrative (5th Month probationary performance evaluation)
 - Staff (3rd Month and 5th Month probationary performance evaluation)
- Discuss the Annual Performance Management Evaluation program and the frequency of reviews.
 - Provide employee with a copy of a blank annual performance evaluation form.
- Explain the importance of discussing and solving problems with the immediate supervisor.

- Explain departmental mission, rules and regulations: smoking policy, absence and tardiness policy, and the method of reporting an intended absence or tardiness and obtaining permission to leave work area.
- Explain work hours, beginning to the close of business, breaks, lunch, overtime and the importance of correctly recording hours worked on the bi-weekly time sheet (non-exempt) or monthly leave statement report (exempt).
- Advise the employee of the appropriate dress code or uniform if applicable.
- Alert the employee to safety regulations and possible hazards associated with the work area and the procedure to follow in the event of an accident or fire.
- Discuss handling, safety precautions and training programs for any toxic substances covered by the Georgia Right-to-Know Law, if applicable.
- Discuss the care and proper usage of any equipment the employee will operate, if applicable.
- Explain department email, use of Internet and use of computer protocol.
- Explain telephone courtesy and limitations on personal calls.
- Emphasize courtesy and providing service to faculty, staff and students.
- Explain the importance of confidentiality with in the department, if applicable.
- Discuss parking rules and regulations.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

Please return this completed form to the Human Resources Office no later than ten (10) days from the first day of your employee's start date.