

St. Cloud State University
Supervisor Checklist for New Employee

Employee Name _____ Start Date _____

Position _____ Department _____

Check if completed or indicate "N/A" if not applicable.

Prior to 1st day of employment:

- Have computer access set up with IT (also complete security access forms necessary for position)
- Complete a Huskynet (email) Account & Activation Request Form at Miller Center B43 (helpdesk)
- Prepare desk with necessary supplies
- Order keys from Buildings & Grounds
- Explain parking options to new employee
 - SCSU Parking permits can be purchased at Public Safety (pre-tax payroll deduction is available)
 - Explain waiting list procedure and offer suggestions of convenient lots
 - K Lot has a free shuttle during school year that picks up & drops off by Wick Science Building (need SCSU ID)
 - The Metro bus is free with their SCSU ID (hub is by Miller Learning Resources Center)
 - Campus street parking is available by purchasing a city parking permit at City Hall
 - Street parking available in neighboring residential area
- Inform employee what time they are expected to arrive at work
- Remind employee to bring identification on first day for I-9 (social security card & drivers license; or passport)
- Update department website, routing lists, etc.
- Order Business Cards and Name Badge if needed

Employee's First Day:

- Take new employee to Human Resources to complete I-9 and other new hire paperwork
- Give new employee a tour of office/area and introduce to co-workers
- Show employee around the building, pointing out restrooms, refrigerator, microwave, vending machines, lunchroom, etc.
- Provide keys for office and building
- Go to Campus Card office in Atwood for SCSU ID card (Tech ID will be on this card)
- Show employee how to use phone including voicemail and long distance
- Explain office/department mail pickup and delivery
- Explain computer access codes and email
- Show location and provide instruction on office equipment, if necessary (i.e. copier, printer, fax machine)
- Review work schedule (i.e. start/end times, breaks)
- Explain attendance policies (incl. timesheets, leave slips, requesting vacation, sick leave, doctor appts, overtime)
- Meet with the employee at the end of the day to answer questions and find out how the day went

Employee's First Week:

- Go on a campus tour
- Discuss appropriate workplace attire
- Explain safety rules, regulations, procedures & equipment
- Paydays are every other Friday
- Payroll information, W-2, etc. is available at Employee Self Service Website with SEMA4 ID & password that will be sent to new employee on a yellow card from payroll within first couple weeks of hire
- Show how to request office supplies and/or where department supplies are stored
- Review standard meetings that the employee is expected to attend

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- ___ Review current position description and have employee sign a hard copy and send to HR
- ___ Provide employee with an Organizational chart
- ___ Explain the probation and performance review process
- ___ Meet with the employee at the end of the week to answer questions and find out how the first week went

Employee's First Month:

Required Training

- ___ Sexual Harassment Prevention (online) <https://extranet.mmb.state.mn.us/SH/intro.html>

- ___ MnSCU Code of Conduct
 1. Log in at <http://huskynet.stcloudstate.edu/d2l/>
 2. (Enter your huskynet ID and password in upper right corner)
 3. Click on the "+" by Semesterless
 4. Click on the "+" by Training
 5. Click on "Code of Conduct"
 6. Follow the instructions on each page

- ___ Data Security & Awareness Training
 7. Log in at <http://huskynet.stcloudstate.edu/d2l/>
 8. (Enter your huskynet ID and password in upper right corner)
 9. Click on the "+" by Semesterless
 10. Click on the "+" by Training
 11. Click on "Security Awareness: Public Jobs – Private Data"
 12. Follow the instructions on each page

- ___ CARE (Anti-Racism) Training
For schedule and registration: <http://www.stcloudstate.edu/care/workshops.asp>

Recommended Training

- ___ Employee Right to Know (online) http://www.hr.mnscu.edu/new_employee/ertk/ertk.html