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
Employee Name______________________________________________

___ 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