



ST. CLOUD STATE UNIVERSITY

EDUCATION FOR LIFE.

## Supervisor Checklist for New Employee

*The following checklist can be used to provide a smooth on-boarding process and ensure your new employee is prepared to begin their position here at St. Cloud State University!*

### EMPLOYEE INFORMATION

Employee Name:

Position:

Start Date:

Department

### PRIOR TO 1<sup>ST</sup> DAY OF EMPLOYMENT

#### Tasks

- \_\_\_ Confirm HR Business Partner has copy of signed offer letter
- \_\_\_ Complete new hire token through Employee Home (this creates the email address and initiates employee access to SCSU Technologies to be available on day of hire)
- \_\_\_ Complete IT Services ticket to request new employee onboarding services [IT Services](#)
  - \_\_\_ Request equipment
  - \_\_\_ Schedule 30 min new hire meeting with your IT Technician
- \_\_\_ Request Security Administrator provide any required ISRS access
- \_\_\_ Order keys from Public Safety [Key Request](#)
- \_\_\_ Prepare work area with necessary supplies
- \_\_\_ Explain Day 1 parking options to new employee
- \_\_\_ Inform employee what time they are expected to arrive at work & appropriate workplace attire
- \_\_\_ Remind employee to bring identification on first day for I-9 (they received an email from HR about ID options)



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### **PRIOR TO 1<sup>ST</sup> DAY OF EMPLOYMENT** *Continued...*

#### **Tasks**

- \_\_\_ Update department website, routing lists, etc.
  - \_\_\_ Order business cards and name badge if needed
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### **EMPLOYEE'S FIRST DAY**

#### **Tasks**

- \_\_\_ Bring new employee to Human Resources to complete orientation at scheduled time (plan on 90 minutes)
  - \_\_\_ Give new employee a tour of office area and building
  - \_\_\_ Go to Husky Tech in University Library to receive printed Campus ID
  - \_\_\_ Show employee how to use phone including voicemail and long distance (or Zoom phone if applicable)
  - \_\_\_ Explain office/department mail pickup and delivery
  - \_\_\_ Complete scheduled onboarding meeting with IT Technician
  - \_\_\_ Review work schedule (i.e. start/end times, breaks)
  - \_\_\_ Review attendance policies (incl. timesheets, 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
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## Supervisor Checklist for New Employee

### EMPLOYEE'S FIRST WEEK

#### Tasks

- \_\_\_ Go on a campus tour
  - \_\_\_ Review standard meetings that the employee is expected to attend
  - \_\_\_ Review current position description and have employee sign a hard copy, send a copy via email to HR
  - \_\_\_ 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
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### EMPLOYEE'S FIRST MONTH

#### Tasks

- \_\_\_ Complete Required Training through ELM and any department specific training (refer to onboarding checklist provided by HR during orientation)
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