



# SUPERVISOR'S CHECKLIST

Please return to Human Resources within 7 days of employee's first day on the job

NAME OF EMPLOYEE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

This checklist is provided to guide a supervisor in acquainting new personnel with the Department. The supervisor should check each item as it is discussed, the employee should initial those items indicated for Employee Verification\*, and the form should be placed in the employee's personnel file.

Any item which is not applicable for this position should be marked "N/A".

\_\_\_\_\_ Welcome to Department.

\_\_\_\_\_ Detailed description of the Department, its functions and relationships with other Departments and/or Agencies.

\_\_\_\_\_ Description of other Department members, their jobs, and the inter-relationship with the Department.

\_\_\_\_\_ Detailed discussion of this position, the duties (provide Task List) and standards expected.

\_\_\_\_\_ Outline of on-the-job training program for first few months.

\_\_\_\_\_ Describe timekeeping and payroll arrangements of department. Train on payroll entry procedures.

\_\_\_\_\_ Explain hours of work, lunch hours, coffee breaks, use of telephone and leave time. Call in procedures.

\* \_\_\_\_\_ Provide department's comp time policy if different from County Policy - **EMPLOYEE VERIFICATION**

\_\_\_\_\_ Provide the appropriate keys. (Supervisor should keep record.)

\_\_\_\_\_ Discuss appropriate dress, including uniforms, if applicable.

\_\_\_\_\_ Describe vehicle / use of County equipment and cars, if applicable.

\_\_\_\_\_ Describe Health and Safety requirements:

\* Health and Safety responsibilities

\* Accident prevention and reporting system

\* \_\_\_\_\_ Hazardous Material Training - **EMPLOYEE VERIFICATION** (if applicable)

\* Emergency procedures, fire alarms and equipment, evacuations and check-in areas, safety data sheets, weather rooms, and first aid.

\* \_\_\_\_\_ Bloodborne Pathogen procedures for Department - **EMPLOYEE VERIFICATION**

\_\_\_\_\_ Describe other facilities/services:

\* Restrooms, cafeteria, break rooms, smoking areas

\* Parking arrangements

\* Bulletin boards

\_\_\_\_\_ Conduct tour of buildings, introduction to key personnel.

\_\_\_\_\_ Detailed tour of department, introduction to other department personnel. Explain training manuals, office equipment, work station, copiers and office supplies. Postage machine.

\_\_\_\_\_ Explain telephone/voice mail system, provide telephone list, and coordinate time with MIS for training on telephone and voice mail system (if applicable.)

\_\_\_\_\_ Go to IT Help Desk and Submit an IT Help Ticket to add employee to phone list

\_\_\_\_\_ Explain procedure to receive technical support from IT staff. Identify IT contact person.

\_\_\_\_\_ Give employee time to read the Personnel policies and review any questions with Human Resources.

\_\_\_\_\_ Provide employee with department mission statement and strategic plan.

\_\_\_\_\_ Commence on-the-job training.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PER052 (05/15) EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_