

OLD DOMINION UNIVERSITY
DEPARTMENT CHECKLIST FOR SUPERVISORS OF
NEW CLASSIFIED EMPLOYEES

EMPLOYEE NAME _____

EMPLOYEE ID NUMBER _____

NAME OF SUPERVISOR _____

DEPARTMENT: _____

HIRE DATE _____

NEW EMPLOYEE ORIENTATION DATE: _____

SUPERVISOR RESPONSIBILITY FOR COMPLIANCE

On-boarding refers to the process of welcoming new employees and helping adjust to the expectations and climate of their new job. It also accomplishes requirements that supervisors have to inform employees about key policies. Research reveals that when onboarding is done well, outcomes include higher job satisfaction, commitment to the agency, lower turnover, higher performance levels, career effectiveness and lower stress!

- _____ Records – Point out any records or files used in the job. Explain which, if any, records may be confidential and how that information is to be dispersed. Explain if any records should be destroyed and the procedures for doing so.
- _____ Computer Access– Explain computer systems used in the department. Complete necessary computer access forms and register employee for Banner or Financial Management classes, if applicable. (See HR Training link for registration forms)

WORK ENVIRONMENT

- _____ Coworkers and Supervisors Introduce and explain the work relationship with the new employee.
- _____ Department/Building – Tour areas noting normal employee entrance and exit, after hours exit, lounge, restroom, coat rack, water fountain, how to obtain supplies, location of incoming and outgoing mail. Provide any materials or equipment needed to perform the job.
- _____ Campus- Point out the department/building in reference to other buildings on campus. Point out any other buildings and locations the employee may need to know. A tour of the campus is encouraged.
- _____ Parking – Point out parking locations and Parking Services.
- _____ Fire Extinguisher and Fire Exit- Show their location in relation to the new employee's work area. Provide information on fire safety and evacuation procedures.

WORK SCHEDULE

- _____ Work Hours- Specify days worked, start and end times. Explain any exceptions.
- _____ Meal Break – Explain length of meal break and scheduled time. Share information about dining/food services on campus or departmental policy regarding “eating at desk” and that nonexempt employees must take a meal break during which no work is performed.
- _____ Breaks –If applicable, explain schedule and expectations.
- _____ Overtime – For nonexempt employees, explain the expectations for working overtime and how the employee is compensated. Overtime must be approved in advance.
- _____ Changes to Schedule- Discuss who can approve any changes to the work schedule.
- _____ Alternative Work Schedule(not normal work hours of 8:00 am – 5:00 pm) – Please indicate Y (yes) or N (no) If yes, please complete the alternate work schedule form and submit to Human Resources

WORK POLICIES

- _____ Request Days Off Explain how to request time off (verbally or in writing) and if applicable, when nonemergency leave is not permitted (i.e. peak times).
- _____ Calling in Sick – Explain who to contact, the phone number and when to call.
- _____ Authorized Closing - Explain university and office polnit

- _____ Training Opportunities – Explain any required or developmental training programs, seminars, or conferences. Explain both on and offsite opportunities available to the employee.

- _____ Probationary Period – Explain the twelve-month probationary period with evaluations at 6 and 12 months.

- _____ University Holidays – Review the holiday schedule for the year and if applicable, explain staffing on those days and compensatory leave.

- _____ Hazard Communication – Explain safety procedures or safety equipment.

- _____ Work Related Accidents/Injuries – Employees must notify their supervisor if they experience an accident or injury at work or while performing a work-related function. Notification should occur as soon as possible after the incident and in the absence of the immediate supervisor to the next supervisor up in the reporting line. The supervisor and the employee should then contact/notify the Department of Human Resources.

- _____ Smoking - Smoking is not allowed in any university facility. Smoking is only permitted 20 feet away from any university building entrance. Show employees the designated smoking area for your building.

- _____ Telephone- Explain how the telephone should be answered, which phones may be used for local personal calls and any restrictions on the use of cell phones during work. Personal long distance phone calls are prohibited.

- _____ Service Expectations- Review University Code of Ethics, Service Standards and departmental expectations regarding customer service and teamwork.

- _____ COOP/Emergency Operations Plan – Review your department’s COOP/Emergency Operations Plan and the employee’s responsibilities as they relate to the plan.

COMMENTS: (Indicate other items of particular importance discussed with the employee.)