



## **Supervisor Checklist for Onboarding of New Employees**

This checklist contains suggested activities and supports the partnership between Human Resources, the Hiring Manager and the new employee. Research on employee retention points to a strong correlation between employee engagement and how well the initial onboarding program was implemented.

### **A. Prior to the first day of work**

- 1. After hearing from Human Resources that the employee has passed all preemployment screenings, give them a call and congratulate them, welcome them to FSCJ.
- 2. Confirm the start date, time and place.
- 3. Order Business Cards and FSCJ name tag.
- 4. Inform your staff of the new hire and start date and inform the Director of Campus Operations in your area.
- 5. Ensure the workspace is clean, there are office supplies, equipment is updated and computer (if part of job) has the right software. Initiate a key request for employees who need access to their work area.
- 6. Assign them a work partner to help them transition into your department.
- 7. IF required to drive a College vehicle, initiate the Vehicle User Agreement.

### **B. Day One Activities**

- 1. Welcome the new employee when they arrive.
- 2. Show them their work space.
- 3. Show them how to call Security.
- 4. Introduce them to the work team and their work partner.
- 5. Invite to lunch and talk about how their day is going. Also inform employee of the lunch options for your area.
- 6. Show them around the immediate area (breakrooms, bathrooms, copy machine, etc.) Be sure they know where the exits are and the evacuation plan.
- 7. Help them set up their phone and get started on their computer including initial login and access to email.
- 8. Have them update their work location in myFSCJ under the My Career Tab then My Current Profile.

- 9. Assign their work schedule in myFSCJ.
- 10. Make sure they have employee ID card and parking decal.

### **C. First Week**

- 1. Review job description.
- 2. Discuss work goals and objectives.
- 3. Provide an overview of your department to include the key goals and objectives. Locate the on-line version of your Organizational Chart.
- 4. Add employee to distribution lists and be sure they are aware of upcoming meetings.
- 5. Make sure they attend an Orientation Session.
- 6. Arrange a tour of the campus/center and make introductions to key employees
- 7. Set up meetings with key contacts.
- 8. Make sure they are using myFSCJ to record time (if non-exempt) and that they know how to request an absence, understand the difference between Sick Leave and Sick Leave Personal, find their paycheck, etc.
- 9. If injured explain how to report to supervisor/security.

### **D. First Month**

- 1. Give them time to complete the required Compliance Training.
- 2. Be available to the new hire, and to ensure they get off to a strong start, consider short weekly meetings.
- 3. Follow up with their work partner. Be sure they are staying actively involved with the new employee.

### **E. Months 2-6**

- 1. Work with the new employee to complete an Individual Development Plan.
- 2. Do a formal check-in with the employee. Ask them:
  - Do they have what they need to be successful?
  - What has been their biggest “aha” moment?
  - Any improvement suggestions?
  - Has the work partner been helpful?
- 3. For Career Staff complete a six-month performance evaluation.
- 4. Be sure they attend the Part 2 Orientation meeting where they learn more about Florida Sunshine Law, Professional Development, Employee Relations and Equity, Safety and Security, Student Success, the FSCJ Foundation and College Strategic Initiatives.

**F. Months 6-12**

- 1. Support their work and development.
- 2. Provide helpful feedback on their work on a regular basis.
- 3. Complete an annual evaluation.