Supervisor's Checklist for New Employees

Congratulations! Now that you have a position filled, we want to provide you with a checklist to help you bring your new employee onboard.

Before the Start Date

- ☐ If you have not already been in communication with your new employee prior to the start date, reach out to discuss their work schedule, office location, parking arrangements, dress code, and other details as necessary.
- ☐ Ensure workspace, computer, and other required supplies and equipment will be ready for the first day.
- ☐ Submit ITD work orders for access to the following:
  - ☐ Shared Drive
  - ☐ Departmental Email Mailbox
  - ☐ Telephone activation and voicemail
  - ☐ Scan/print set-up to shared printers and copiers
  - ☐ Argos
  - ☐ VPN
  - ☐ Banner
- ☐ Bookmarks and other helpful information:
  - ☐ MTSU Home Page
  - ☐ Banner & Argos
  - ☐ HR Home Page
  - ☐ Pipeline
  - ☐ PageUp
  - ☐ Office365
  - ☐ 25Live
  - ☐ Printable Campus Map and Interactive Map
  - ☐ Employee Handbook

First Day Check In

- ☐ Welcome your new employee. Provide introductions to team members and other relevant associates; give tour of the office and the employee's workspace, as well as other relevant campus locations.
- ☐ If the new employee has not already done so, have them go to the following university offices to complete new employee requirements:
  - ☐ Human Resources *(Sam Ingram Bldg, 2269 Middle Tennessee Blvd.)* to submit:
    - ☐ I-9 – Employee Eligibility Certification form
    - ☐ W-4 Employee Withholding Certificate form
    - ☐ Direct Deposit form

- [ ] [Parking & Transportation Services](#) *(205 City View Drive)* to obtain a parking permit. A photo ID license plate # and M# (university employee number) are required.
    - [ ] [BlueID office](#) *(Student Services & Admission Center (SSAC), Room 112)* to obtain the BlueID. A photo ID and M# (university employee number) are required.
- [ ] Meet with your new employee to discuss work responsibilities, expectations, etc.
- [ ] Go over lunch schedule and breaks.
- [ ] Discuss employee time entry procedures. Additional information is provided online for [administrative](#) (exempt) and [classified](#) (non-exempt) employees.
- [ ] Distribute access codes and/or keys.
- [ ] Assist to set-up and personalize [voicemail](#).
- [ ] Schedule time for a wrap-up meeting at the end of the day.
- [ ] You may add specific tasks.

Two Week Check In

- [ ] Meet with your new employee to talk about how the first two weeks are going and discuss continued work plans. Discussion may include, but not limited to:
    - Review of job description
    - Initial expectations/goals
    - Review of departmental organizational chart (explain what each position does)
- [ ] Allow opportunity for employee to complete required training: [IT Security](#), [Title VI & Title IX](#) and [FERPA & Ethics](#). Communication will also be sent to employee via MTSU email.
- [ ] Encourage employee to sign up for [Rave Alert – MTSU Critical Notification Alert System](#). Click [here](#) for more information.
- [ ] Your supervisor may add specific tasks.

30 – 90 Days Check In

- [ ] Periodically meet with the employee to check on progress.
    - What's going well in the new role?
    - What has the employee learned?
    - Are there any issues? Can anything be done to correct the issues?
    - Does the employee have everything needed to be successful (information, knowledge support, resources, etc.)? If not, what needs to change?
- [ ] Discuss future work plans and provide feedback on the employee's work performance. Highlight areas of success and discuss areas in need of improvement.

4 to 6 months Check In

- [ ] Complete the probationary evaluation in [PageUp](#) and submit for supervisor's approval. An email with additional information will be sent. *(Note: the evaluation can be completed anytime between the 4th and 6th month of employment. HR request that the evaluation be completed at 4 months if there are areas in need of improvement so that the probationary evaluation can be extended and the employee is given the opportunity for improvement).*
- [ ] After approved, meet with the employee to discuss the results of the evaluation.