

SUPERVISOR ON-BOARDING CHECKLIST

New Employee Name: _____

Division/Office/Bureau/Unit:	Start Date:		
Location:	Supervisor:		
Classification:			
	Major Activities/Tasks to Complete	<input checked="" type="checkbox"/> Box if Complete	
Phase 1: Pre-Arrival	Assign peer partner (co-worker) and meet with that person to discuss roles and expectations	<input type="checkbox"/>	
	Send memo to co-workers/team members (see example)	<input type="checkbox"/>	
	Prepare new employee's workspace (clean desk/workstation, stock basic supplies, safety equipment, computer, phone, etc.)	<input type="checkbox"/>	
	Prepare first day/week information to cover with employee	<input type="checkbox"/>	
	Schedule time with new employee (1 on 1) on first day and throughout the first 2 weeks	<input type="checkbox"/>	
Phase 2: First Day	Provide for the employee: <ul style="list-style-type: none"> • Identification Badge • Computer and/or phone password/login instructions • Organization telephone directory • Uniform (if applicable) 	<ul style="list-style-type: none"> • Business cards • Peer partner meeting scheduled • Additional supplies/keys/equipment (if applicable) • Formal Orientation scheduled • Name plate • Parking pass (if applicable) 	<input type="checkbox"/>
	Review important locations (facility tour): <ul style="list-style-type: none"> • restrooms • break/lunch room • smoking area • copier • fax machine • emergency exits 	<ul style="list-style-type: none"> • mailroom • file room • supply room • lockers • conference rooms • recycling • related/adjacent departments/offices 	<input type="checkbox"/>
	Introduce to co-workers/team members		<input type="checkbox"/>
	Review job description, responsibilities, performance expectations, etc.		<input type="checkbox"/>
	Review Job Training Plan (if applicable)		<input type="checkbox"/>
	"Touch base" meeting (end of day to answer questions, review important information, discuss office culture, provide encouragement, reinforce positive expectations, etc.)		<input type="checkbox"/>
	Extras: welcome sign, candy at workstation, lunch w/employee		<input type="checkbox"/>
Phase 3: First 7-14 Days	Attend introductory meeting with employee and peer partner	<input type="checkbox"/>	
	Review work schedule, provide timesheet/timecard instruction	<input type="checkbox"/>	
	Review files/projects/documents	<input type="checkbox"/>	
	Review emergency procedures/evacuation instructions/manual	<input type="checkbox"/>	
	Review work practices, procedures, protocols, etc.	<input type="checkbox"/>	
	Ensure necessary paperwork has been completed by HR (insurance, tax forms, etc.)	<input type="checkbox"/>	
	Establish baseline goals for performance	<input type="checkbox"/>	
Phase 4: First 30-60 days	Ensure employee has attended (registered for) formal New Employee Orientation	<input type="checkbox"/>	
	Continue to provide meaningful work	<input type="checkbox"/>	
	Review and monitor progress toward initial goals	<input type="checkbox"/>	
	Provide regular feedback and training as necessary to assist employee with development	<input type="checkbox"/>	
	Ensure required training has been completed (Ethics, EEO, Securing the Human, etc.)	<input type="checkbox"/>	
	Meet with peer partner to receive feedback	<input type="checkbox"/>	
	Meet with employee to discuss experiences and how they align with expectations	<input type="checkbox"/>	