



New Hire Checklist for Supervisors

Please reference the list below and discuss with your new employee. Should you have any questions concerning the checklist, contact the Office of HR, Employee Development & Payroll by calling 304/710-3501. We look forward to working with you during your new employee's onboarding process.

Attendance

- Attendance policy
- Tardiness
- Calling in (when/whom)
- Flexible work schedule form

Job Expectations

- Job responsibilities and goals
- Probationary period (if applicable)
- Supervisor expectations
- Training of day-to-day operations and duties

Equipment/Property Use

- Ordering supplies (whom to contact)
- Photocopying/fax
- Computer use/software
- Mail

Compensation

- Overtime and compensatory time for non-exempt employees

Professionalism

- Customer service standards
- Personal phone calls and visitors
- Internal control policies/integrity
- Confidentiality
- Appropriate dress
- Standards of appearance for work area/desk

Department Functions

- Supervisor's management style
- Key contacts
- Travel and reimbursement
- Meeting and attendance requirements
- Who to contact when supervisor is unavailable
- Procedures and manuals
- Work/organizational flowcharts
- How the employee's position fits into the operation of the department

Safety and Security

- Safeguard personal belongings