



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 Human Resources by calling 304-710-3272. 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
- Work from home expectations

Job Expectations

- Job responsibilities and goals
- Probationary period (if applicable- Classified Staff)
- Training of Day to Day Duties
- Workplace Standards

Equipment/Property Use

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

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
- Security & Public Safety Intro and Overview

SUPERVISOR: I confirm that I reviewed this information with my new employee.

X_____

Date: _____

Return this to HR after you have reviewed this information.