

New Employee Supervisor's Check-List

Employee: _____

Start Date: _____

Please use this check-list to assist you in ensuring your new employee receives the following components on Employee Orientation at the departmental level

- Introductions to all employees in your program or department
- Review of Program/Department internal procedures and departmental reporting structure
- Office Key(s) (Facilities) **
- Telephone Account (Help Desk 5680, support@unbc.ca) **
- Computer & E-Mail Accounts (CTS, support@unbc.ca)
- Computer & E-Mail Accounts (ACS, acs-support@unbc.ca)
- Banner Finance/Student Web/Banner Student
- Local tour of your department including washrooms, fax/copier, lunch & meeting rooms
- Employee Staff Card/Smartcard (Cashier's Office)
- Photocopy Card (Copy Services)
- Library Access (Circulation Desk)
- Parking Permit
- Signature Authority Form (Purchasing)
- Procurement Card Application (Purchasing)
- Probationary evaluation after designated period of time (Staff only)
- Introduce new employee to his/her Union Shop Steward or representative

***** These activities are initiated by the New Hire Form generated from Human Resources but require your authorization and follow-up.***