

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 at the departmental level

*Activities that are initiated by the New Hire Form generated from Human Resources are indicated with: (**). Once the New Hire form is generated, the hiring supervisor is required to authorize and follow up with the appropriate departments.*

Before Day 1

- Prepare new employee's workspace and ensure that workspace has required material & equipment (pens, calculator etc.)
- Office Key(s) (Facilities) **
- Telephone Account (Help Desk 5175, support@unbc.ca) **
- Computer & E-Mail Accounts (ITS, support@unbc.ca) **

Day One

- Arrange for someone from the department to meet new employee at Human Resources at 8:30am.
(If you have a different start time, please ensure that HR is aware of this)
- Arrange for someone in the department to show new employee around campus (Cafeteria, washrooms, coffee area etc.)
- Introductions to all employees in your program or department
- Review of Program/Department internal procedures and departmental reporting structure
- Banner Finance/Student Web/Banner Student
- Local tour of your department including washrooms, fax/copier, lunch & meeting rooms
- Employee Staff Card (Cashier's Office)
- Library Access (Circulation Desk)
- Parking Permit
- Signature Authority Form (Purchasing)
- Procurement Card Application (Purchasing)
- Probationary evaluation after designated period of time (Staff only)
- Provide time for new employee to contact his/her Union Shop Steward or representative to introduce themselves
- Provide time for new employee to visit the Safety Orientation website:
<http://www.unbc.ca/safety/orientation.html>