



SUPERVISOR'S ONBOARDING CHECKLIST

New Hire's Name: _____ Supervisor's Name: _____
 Position: _____ Start Date: _____

	Date Completed	Task
Before First Day		<p><u>Welcome</u> your new employee for their first day expectations and logistics.</p> <ul style="list-style-type: none"> • Full-Time – Part-Time Employees • Adjuncts/Casual Employees
		<p>Supervisor must complete the Ed Tech Form: Submit <u>New Hire Ed Tech Form</u> for technology needs as soon as you receive the HR acceptance email for your new hire. Click here for form. Email questions to nmchelp@methodistcollege.edu. This step now includes setup for phone/voicemail and sign-on requests.</p>
		<p>If your new hire is going to need access and/or <u>clock-in off-site to Kronos</u>. Please open an IT request for this employee to clock in via Tele-time from their cellphone. This has to be opened by the employees' supervisor. Please include the employee's cell phone and IT will set them up. Ask your new hire to follow Kronos-Tele time Clock-In Instructions (this is in the new hire's checklist).</p>
		<p>Arrange <u>first day lunch</u> with supervisor and team. Optional: you can delegate through your admin to order and reserve a room.</p>
		<p>Email the college announcing new hire's start date, role, bio & meet-n-greet. Click here for email template.</p>
		<p>Plan the employee's <u>first assignment(s)</u> (ones that allow them to succeed on their first day) and schedule time on your calendar to follow up at the end of the first day. Please feel free to use Andrew Skarka as a resource to help organize wayfinding.</p>
		<p>Set up <u>meet and greet</u> meetings with new hire peers as appropriate. If new employee is faculty, schedule time for to visit with the Faculty Senate President.</p>
		<p>Have your new hire review COVID Resources. Click Here</p>
On-After First Day		<p>Schedule a <u>position-specific orientation</u> for your new hire that is customized to your department and their position's duties. For example, you may have a mentoring program to start with the new hire.</p>
		<p>Review <u>first week schedule</u>, work hours, access & building hours, and dependent on position logging into Kronos, clocking in/out, PTO submissions. Click Here to review Kronos Employee Manual document.</p>
		<p>Exchange <u>home/cell phone numbers</u>. Add to departmental phone tree, if applicable. Give Victoria at front entrance new hire's contact information so she can update her directory.</p>
		<p>Review <u>administrative resources</u> such as Mail/Incoming/Outgoing/Shipping, Equipment/Supplies.</p>
		<p>Add regularly scheduled <u>department meetings</u> to employee's calendar.</p>
		<p>We are a strengths based college campus. Inform new hire about the importance of participating in StrengthsFinders. They will need to register for a code. Details are in their New Hire Employee Checklist. Email PD@methodistcollege.edu for questions.</p>