

LAKE SUPERIOR COLLEGE
New Employee
Supervisory Checklist

New Employee _____ Date of Hire _____ Due Date _____

Departmental Orientation

- _____ Tour of department and introductions to employees
- _____ Plan for adequate work space & lighting, computer, etc.
- _____ Provide work schedule, discuss breaks, vacation, notification of absences, etc.
- _____ Review job description and expectations
- _____ Set dates for 1 month, 3 month, 6 month/probationary review meetings
- _____ Provide training on use of phone system and phone-mail
- _____ Schedule employee for software training sessions offered
- _____ Provide New Employee Packet, if not already completed

Notify Other Departments for Requests

- _____ IT for Phone set up – name, title, department and office number
- _____ Complete Security forms for ISRS and other access, if needed – email done by HR
- _____ Notify copy/mail center for mail sorting/delivery set up
- _____ Notify HR and Switchboard of employee phone and office # for directory
- _____ Request parking pass from Facilities (if not already provided).

Supervisor _____ Date _____

Employee _____ Date _____

Human Resources Orientation and Processing

- _____ Scheduled for New Employee Orientation _____
- _____ Provided Hire Letter: copied to supervisor
- _____ Benefit information provided. Employee must complete forms by _____
- _____ Payroll information provided. Estimated first paycheck date _____

Human Resources _____ Date _____

Employee _____ Date _____

The due date of the form is indicated above. Upon completion of departmental orientation return completed and signed form to the HR office by the due date.