

Hiring Supervisor's Checklist

As soon as the candidate accepts

Many of these items were outlined in an email that was sent to you by Human Resources when you first notified HR of your new hire. Please refer back to this email for more detailed instruction.

- Notify Human Resources (usually with the online offer form)
- Prepare office space/determine office furniture/supply needs (Place Facilities Management online work order).
- Order office suite and building keys (Place Facilities Management online work order).
- Email Public Safety to request Access privileges if new employee will be located in or will need access to secure building(s).
- Contact Telephone Services (x5700) to request a new phone extension or to re-assign an existing phone number and to have the new employee's ID number programmed into department photocopiers.
- Contact LIS Helpdesk (x2200) to have the appropriate computer permissions granted, software installed.
- Complete Online Banner Security form to request the relevant Banner access.

1 week before new employee arrives

- Advise department members of the new employee's start date. Give information regarding the person and the responsibilities assigned, so that co-workers can make the person feel welcome.
- Arrange your schedule to have time to spend with the new employee.
- Plan to take the person to lunch on the first day, or plan to eat lunch with the new person if you bring your own and let the new employee know this.
- Make sure the person's work area is in order, and necessary equipment and supplies are ready.
- Talk to your own supervisor about the training timetable for the new employee.
- If applicable, order business cards for the new employee.

On the new employee's first day

- Make sure you will be at work before the person arrives and give a warm personal welcome.
- Bring employee to HR to complete necessary employment paperwork.
- If the new employee will be attending New Employee Orientation on his/her first day please ensure that the individual gets to orientation on time.
- Explain the working hours and time reporting procedure. Make sure the person understands time work should be accurately recorded, and certified by you. Stress the importance of reliable attendance and being on time.
- Explain lunch and other breaks – where, when, how long?
- Re-state when and how the person will be paid.
- Discuss policy on absences and notification procedure for sickness.

- Give new employee a tour of the building he/she will be working in.
- Review security and safety measures. Show employee how to log in to BannerWeb and add their emergency contact information and emergency cell phone number.
- Introduce the person to your supervisor and other members of the department. Perhaps give a list of names and titles as an aid in learning names.
- Show desk or work place, supply area, and equipment or other items related to the job.
- Review job description.
- If the employee will have access to confidential information, print the Confidentiality Agreement available at the following link:
http://www.middlebury.edu/media/view/292392/original/confidentiality_agreement.pdf, have the employee review the agreement, sign, and witness the employee signature. Return the signed agreement to HR to be kept in the employee file.

By the end of the first week

- Explain organization, function, and objectives of department.
- Discuss employee's working relationships to others in the department and College. Take employee to location involved with the job, and introduce him/her to people working there.
- Point out need to keep personal data current (marital status, phone number, withholding information, beneficiary on insured benefits).
- Ensure employee has been scheduled for required training (i.e Bloodborne Pathogens, safety training).
- Set up computer training with Information Technology Services.
- Discuss vacation schedule planning and approval.
- Discuss times of evaluations and pay changes.
- Give preliminary evaluations of performance.
- Encourage questions and solicit feedback on the employee's early impressions of the job.

By the end of the second week

- Try to tour those areas of the College with which the person may have work contact, or which might otherwise be of interest.
- Schedule a meeting with the Vice President of your area to introduce them to the new employee. The meeting should be brief (10 – 20 minutes) but should allow time for both the employee and the VP to introduce themselves, ask questions, and discuss their roles at Middlebury.
- Review those things discussed during first week and give opportunity for questions and discussion.