MID MICHIGAN COLLEGE

New Employee Orientation Checklist - Supervisor

EMPLOYEE INFORMATION

Name:	Hire date:
Position:	Supervisor:

PRIOR TO EMPLOYEE START DATE

Human Resources will send helpdesk request to IT. IT will work with the supervisor to set up the following:

- ☐ Set up desk station (i.e. desk, computer, phone, pens/pencils, paper, etc.)
- ☐ Long Distance phone code request
- ☐ Key Request
- ☐ Email address and password request (if possible)
- ☐ File access on computer (shared drives)
- ☐ Colleague login and password request (if needed)

INTRODUCTIONS AND TOURS

NOTES:	☐ Tour to introduce other faculty/staff ☐ Mail rooms and office supplies ☐ Printers/Copiers/Fax machines	☐ Bulletin boards ☐ Coffee/vending machines ☐ Break room ☐ Emergency exit plan

DAY ONE

NOTES:	☐ Welcome ☐ Order Name Tag ☐ Work schedule, Time Sheet, Pay Cycles ☐ Office/work station ☐ Keys ☐ Building access card (if needed) ☐ Mail (incoming and outgoing)	☐ Business cards ☐ Phone Procedure ☐ Initial job assignments ☐ Department Dress code

FIRST TWO WEEKS

NOTES:	☐ Job description and department expectations ☐ Performance review process ☐ Travel arrangements and expense reports (if needed) ☐ Classroom Technology (Faculty Only) ☐ Document Retention	☐ How the department fits with the rest of the organization ☐ Attendance expectations ☐ Employee conduct ☐ Personal phone calls ☐ Training Schedule (Colleague, Phone, etc.) ☐ Website Updates

Please sign and return to Human Resources once all areas are complete.

_____   _____

Supervisor Signature   Date

_____   _____

Employee Signature   Date