NEW EMPLOYEE CHECKLIST FOR SUPERVISORS

Two Weeks Before Arrival of New Employees – Supervisor

☐ Contact ITS
  ➢ x4215 to notify that a computer will be needed or reassigned
  ➢ x4201 to find out what the email address will be
  ➢ x4239 regarding department phone and cell phone, if needed
  ➢ x4202 with required permissions for Jenzabar CX (CARS), Fileservers (etc.)

☐ Order business cards and nametag as appropriate
  (http://www.colby.edu/communications/order/bc.cfm)

☐ Order Colby credit card from Financial Services (x4125), if needed

☐ Order key for office (PPD workorder)

☐ Prepare office area for general use (desk, pens, pencils, stapler, etc.)

☐ Establish meeting with critical people for the new hires for first few weeks

☐ Prepare employees’ calendar for first week or two

☐ Consider department items needed

First Day of Employment

HR

☐ Complete Hiring Forms
  • New hires must complete and have the legally mandated I-9 form approved on or before their first day of employment. A person cannot start without this being fully compliant with federal regulations.
  • Staff - Report to HR (Roberts Union)
    ➢ I-9 (Must provide two forms of current [not expired] identification)
      ▪ Most common forms include: driver’s license, social security card, birth certificate, or passport
      ▪ Contact HR at x5500 for additional acceptable documents
    ➢ W-4 State
    ➢ W-4 Federal
    ➢ Personal Information Sheet (spouse/children S.S. #’s needed)
    ➢ Payroll – Direct Deposit sign up, bring voided check (first payment will be a physical check, all additional payments will be paid via Direct Deposit)

☐ New Hire Orientation (includes Welcome and Benefits overview) - to be scheduled within first month of employment

☐ Employee Physical - dependent on position - must be completed prior to start of work, if applicable

Supervisor

☐ Parking sticker from Security (Roberts Union), license plate number and vehicle description needed
Colby ID Card in ColbyCard Office, x4130 (Garrison-Foster, bring photo I.D.)
Login/Password setup in ITS, x4201 (Lovejoy; bring photo I.D.)
Sick time and vacation time process
Tour building and campus
Handbook (Staff see HR webpage, Faculty see Dean of Faculty webpage)
Orient to role and responsibilities

First Week of Employment – Supervisor
Internal Training on:
- E-mail and Webmail training including e-mail auto-reply
- Google Calendar
- Jenzabar CX (CARS) training
- MyColby Portal
- PPD Work Order System
- Room Scheduling Procedures (including event setup and Dining Services)
- Connect-Ed Emergency System
- Department Cards (copiers, meals)

Review Policies/Procedures
- Employee Dining Privileges
- Mailroom Package Designee
- Travel Services and Reimbursements
Reinforce why working at Colby is so beneficial
Identify and address any training needs
Review schedule for first few weeks
Overview of Department and key stakeholders
Review job description, outline duties and expectations
Discuss Communication expectations
Introduce to colleagues in and outside of department
Other position and Department items

First Month of Employment – Supervisor
Financial Services:
- Accounts Receivable
- Accounts Payable (Check Requests)
- Budget Reporting
Reinforce performance, conduct and behavior expectations as appropriate
Discuss and establish goals
Highlight appraisal process
Continue to provide timely, ongoing, and meaningful feedback
Communicate and invite the new employee to appropriate events
Establish plan for anything else needed during coming months

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