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
  ➢ x4208 to find out what the e-mail address will be (This step cannot be completed until the employee is entered into the system by HR, pending completion of the Personal Information Form by the employee-see below.)
  ➢ x4239 regarding department phone and cell phone, if needed
  ➢ x4204 with required permissions for Jenzabar CX (CARS), Fileserver (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 work order): https://www.colby.edu/campus_cs/ppd/

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

☐ Prepare employee’s calendar for first week or two, including meetings with colleagues, key campus partners, and outside constituencies as appropriate

☐ Consider department items needed

Prior to or on the First Day of Employment

HR

☐ Complete Hiring Forms (on or before first day)
  ➢ 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 Form (spouse Social Security # 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

☐ Contact ITS (x4208) to obtain e-mail address, if not done already

Supervisor or Designate

☐ Parking sticker from Security (Roberts Union), license plate number and vehicle description needed

☐ Colby ID Card from the 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; to schedule a campus tour through Admissions, call ext. 4800

☐ Orient to role and responsibilities

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First Week of Employment – Supervisor

☐ Internal Training on, as appropriate:
  ➢ E-mail including 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)
  ➢ Phone system/voicemail basics
  ➢ Junos Pulse (remote desktop access)

☐ Review Policies/Procedures, as appropriate:
  ➢ Employee dining privileges
  ➢ Mailroom package designee
  ➢ Travel services and reimbursements
  ➢ Office supply orders (preferred vendor(s))

☐ Reinforce the benefits of working at Colby
☐ Identify and address any additional training needs

☐ Review schedule for first few weeks, as well as provide a schedule of any regular departmental or divisional meetings (weekly, bi-weekly, monthly, etc.) required to attend

☐ 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

☐ Review Financial Services, as appropriate:
  ➢ Accounts Receivable
  ➢ Accounts Payable (check requests)
  ➢ Budget reporting

☐ Reinforce performance, conduct, and behavior expectations as appropriate
☐ Discuss and establish goals; create an Individual Development Plan (contact HR for a template)
☐ Highlight appraisal process; provide employee with a blank performance appraisal to help employee understand performance objectives
☐ 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

Beyond the First Month – Supervisor

☐ Schedule a three-month performance check-in with employee
☐ Prior to six-month anniversary, conduct a six-month performance evaluation to determine whether employee has successfully completed probationary period
☐ Other departmental priorities

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