



SUPERVISOR ORIENTATION CHECKLIST

New Employee:		Start Date:	
Position:		Department:	
Supervisor:			

INSTRUCTIONS: This checklist is provided to assist supervisors in orienting new employees. After a particular topic has been covered, the completion date should be entered in the column to the right of it. When the entire checklist is completed, the form should be sent to Human Resources to be placed in the employee's personnel file.

Pre-Arrival	Contact Office	Completion Date
<input type="checkbox"/> Check that the work area is equipped and ready for new employee (equipment, desk, chair, name plate, business cards, and department mailbox).	Supervisor	
<input type="checkbox"/> Verify that the office phone has been activated and new voicemail installed. http://www3.uwstout.edu/lit/tn/voicedata.cfm	Learning and Information Technology (LIT) 212, Millennium Ext. 1626	
<input type="checkbox"/> Order keys from Physical Plant, Key Control Center by filling out the Key Requisition Form http://www.uwstout.edu/physplant/pdfs/key.pdf . All key requisitions MUST be approved by the individual's supervisor and by the Building Supervisor before it can be processed by the Key Control Center.	Key Control Center, 103 General Services, Ext. 2200	
<input type="checkbox"/> An e-mail account will be set up when hiring information has been received. HR will send the hiring supervisor or designee the username. The new employee must set a default password for their account. To do so, they must go to https://password.uwstout.edu and choose "activate new account". To activate the account they will need their university id number and date of birth.	Ask 5000, 327 Millennium Hall, Ext. 5000	
<input type="checkbox"/> Obtain UW-Stout directory (Memorial Student Center, Service Center) and Menomonie Phone book (LIT).	LIT, 212 Millennium Ext. 1626 or MSC Service Center, Ext. 1122.	
<input type="checkbox"/> Verify the employee's computer has FLASHbrief emergency software installed. You will know if it is installed by looking at the lower right hand menu bar. If the Flashbrief icon appears, the software is already loaded. If the icon does not appear, you or the new employee will need to install.	Health and Safety Unit, 130 University Services Building, Ext. 2266	
<input type="checkbox"/> Order name plate (if applicable). Order online by contacting BSI http://buybsi.com/shopping.html	Procurement and Materials Management, 140 University Services Building, Ext. 2453	
<input type="checkbox"/> Answer last minute questions the employee may have by contacting them prior to their start date (i.e. arrange a date for lunch on the employees first day, identify dress code, indicate where and when to arrive on first day, etc.)	Supervisor	
<input type="checkbox"/> Miscellaneous resources - Mail Center Information Guide: http://www.uwstout.edu/bfs/pmm/PDF/PUR-30008%20-%20Mail%20Center%20Info%20Guide.pdf Guide to Campus Technology: http://www3.uwstout.edu/lit/upload/MANUAL-LITGuide-FacStaff-2008FINAL.pdf General Information Handbook: http://www.uwstout.edu/hr/documents/gen_empl_hndbk.pdf	Supervisor	

First Day	Contact Office	Completion Date
<input type="checkbox"/> Introduce new employee to the staff and their roles.	Supervisor	
<input type="checkbox"/> Tour of work area – Identify mail systems, phone usage, location of supplies, restrooms, break areas, etc.	Supervisor	
<input type="checkbox"/> Explain work procedures – hours of work, breaks, meal periods, call-in procedures, leave notification procedures, etc.	Supervisor	
<input type="checkbox"/> Explain use and location of office equipment (fax, copier, shredder, printers, etc.)	Supervisor	
<input type="checkbox"/> Ensure Human Resources paperwork is complete and submitted to Human Resources. http://www3.uwstout.edu/hr/upload/hr_action_items.pdf	Human Resources, 203 Administration Bldg., Ext. 2149	
<input type="checkbox"/> Take a breather . Go out for a cup of coffee, soda or lunch with the employee.	Supervisor	
Accompany employee to get: <input type="checkbox"/> Stout ID Card (Stout OneCard) – Contact Campus Card Office to verify if the employee is in the I.D. system. Once they are in the system, employees will need to bring their drivers license and go to the Campus Card Office where their photo will be taken and paper work processed. The new Stout OneCard will be mailed to their home mailing address that is on file with the University within ten business days. http://www3.uwstout.edu/campuscard/index.cfm	Campus Card Office, 110 Price Commons, Ext. 2887, option #2	
<input type="checkbox"/> Parking Permit - Employees are able to stop into the Parking Services Office to obtain a permit. Permits may be purchased at any time during the year. Cost is prorated so you only pay the fee for the remainder of the contract year. The usual parking contract year is mid-August to mid-August (only year-term permits are offered) and a yearly reminder is sent to all staff to renew their permit. http://www.uwstout.edu/parking/newfacultystaff.html	Parking Services, University Services Building, 110, Ext. 1792	
<input type="checkbox"/> Request building card access by completing the Card Access Request Form http://www3.uwstout.edu/campuscard/upload/cardaccess.pdf . Completed forms need to be sent to the building supervisor for approval. A current list of Building Supervisors can be found at www.uwstout.edu/asls/Bldgsup.html . NOTE: People needing access must have the ID portion of their Stout One Card activated.	Card Access Administrator, Merle Price Commons, Room 110, Ext. 2887	

First Week	Contact Office	Completion Date
<input type="checkbox"/> Provide employee with a tour of campus.	Supervisor	
<input type="checkbox"/> Identify job expectations and responsibilities . Go over position description, evaluation process and acceptable performance. Faculty Evaluation - http://www3.uwstout.edu/hr/upload/perf_eval_fac_rev.pdf AS/Ltd/Prob – http://www3.uwstout.edu/hr/upload/perf_eval_asltd_rev.pdf Classified Evaluation - http://www3.uwstout.edu/hr/upload/perf_rev_class_0106-2.pdf	Human Resources, 203 Administration Bldg., Ext. 2149	
<input type="checkbox"/> Go over timesheets and/or leave time reporting. Questions can be directed to Human Resources.	Human Resources, 203 Administration Bldg., Ext. 2149	
<input type="checkbox"/> Go over organizational chart of the department. Identify mission and goals of the department and how the department fits within the organization.	Supervisor	
<input type="checkbox"/> Identify building hours and after hour access procedures.	Supervisor	
<input type="checkbox"/> Order business cards (if applicable). Use the following form to request a business card online. Fill in as many items as you want printed on your card. The card will be set according to the University Identity Policy guidelines, and a proof will be sent to you by fax or campus mail. http://www.uwstout.edu/bfs/pmm/print/businesscard.html	Printing Services, 139 University Services Bldg. Ext. 5257	

<input type="checkbox"/> Ensure employee is aware of the campus emergency response procedures along with UW-Stout's emergency notification system, FLASHbrief. Refer the employee to http://www3.uwstout.edu/hs and follow the links for various departments such as student health, police, safety & risk management and emergency management.	Health and Safety Unit, 130 University Services Building, Ext. 2266	
Arrange for Authorizations (if applicable): <input type="checkbox"/> Driver Authorization Form - complete and send to Safety and Risk Management. The form must be completed and turned in before an employee is authorized to drive a university vehicle or receive mileage reimbursement on a personal vehicle. http://www.uwstout.edu/userservices/risk/forms.htm	Safety and Risk Management, 130 University Services Building, Ext. 1793	
<input type="checkbox"/> US Bank Card (for employees who travel). The US Bank application must be completed, signed by the employee and supervisor, and routed to the program administrator for employment verification, approval and submission to US Bank. http://www.uwstout.edu/bfs/accounting/travel/usbank/usbankvisa.html	Business Services, 125 Administration Bldg. Ext. 2155	
<input type="checkbox"/> Procurement Card - Contact the Agency Purchasing Card Program Administrator. Complete a Purchasing Card Application http://www.uwstout.edu/bfs/pmm/forms.htm Participation must be approved by management at the level required by the university to grant purchasing approval for transactions \$1,500 and under.	Procurement and Materials Management, 140 University Services Building, Ext. 2453	

First Month	Contact Office	Completion Date
<input type="checkbox"/> Introduce new employee to staff external to the unit with whom he/she will work.	Supervisor	
<input type="checkbox"/> Ensure that new employee has a copy or knows where to find the appropriate employee handbook . Faculty, Academic Staff/Limited Appointee Handbook: http://www3.uwstout.edu/hr/unclhdbk.cfm Classified: http://www3.uwstout.edu/hr/upload/perf_rev_class_0106-2.pdf	Human Resources, 203 Administration Bldg., Ext. 2149	
Discuss/View EEO/AA Policies: http://www.uwstout.edu/affirm/policies/ <input type="checkbox"/> Disability Accommodations Policy and Procedure <input type="checkbox"/> Sexual Harassment Policy <input type="checkbox"/> EEO/AA Policy <input type="checkbox"/> Other UW-Stout Policies: http://www.uwstout.edu/asls/policyintro.htm	Equal Employment Opportunity/Affirmative Action, 208 Library, Ext. 2314	
<input type="checkbox"/> Discuss Employee Assistance Program (EAP) - The EAP is a confidential, university sponsored service for employees and their immediate family members. The EAP provides professional consultation to assist in the prevention and resolution of personal problems that may affect job performance. http://www.uwstout.edu/counsel/eap.html	University Counseling, 410 Bowman Hall, Ext. 2468	
<input type="checkbox"/> Review travel procedures (if applicable). http://www.uwstout.edu/bfs/accounting/travel/index.shtml	Business Services, 125 Administration Bldg. Ext. 2155	
<input type="checkbox"/> Identify professional development opportunities. UW-Stout encourages all employees to foster personal and career growth by participating in professional development opportunities. To view a list of professional development opportunities see the following website: http://www3.uwstout.edu/hr/professional-development.cfm	Human Resources, 203 Administration Bldg., Ext. 2149	
<input type="checkbox"/> Follow up with new employee on any employment questions or concerns he/she may have (on-going).	Supervisor	

For Supervisor Use

Resource List for new employee (checklists, written instruction manuals, etc.):

Websites that will be utilized (bookmark):

People to Connect With (Campus Resources):

Name

Office

Role

Orientation Plan Acknowledgement

Employee's Signature/Date:

Supervisor's Signature/Date:

Human Resources Signature/Date:

*Please sign, date, and send to Human Resources, 203 Administration Bldg. **Please note:** If a department checklist already exists, please attach it to this form with signatures. Both forms will be placed in the employees personnel file.*

For questions, please contact Cally Henderson, x-2289 or hendersonc@uwstout.edu