Supervisor’s Checklist
(Before the New Employee Arrives)

☐ Create a folder that includes an overview of expectations.

☐ Create a two-week schedule for new employee to complete all tasks and meet with different departments.

☐ Set up meetings with other Pro Staff within department to ensure streamlined schedule.

☐ Send new employee information to the Division of Student Affairs to be featured in newsletter.

☐ Make sure new employee manual is up-to-date.

☐ Make sure office keys are available.

☐ Set up NetID and email.

☐ Prepare for office tour.

☐ Request birthday, contact information, and t-shirt information for office files.

☐ Request fax/copier code from Administrative Assistant.

☐ Request access for the shared J drive.

☐ Make sure office number has been established.

☐ Provide a brief list of upcoming professional development opportunities.