Onboarding Checklist – Supervisor Responsibilities

EMPLOYEE INFORMATION

Name:  
Start date:  
Position:  
Supervisor:  

AFTER HIRE IS CLEARED:

☐ Supervisor contacts hire to verbally offer position and discuss start date
  - Please note: a start date in less than 2 weeks can cause issues with ePAF approval and computer/phone setup. Therefore, please consider this limitation when selecting a start date
  - Official offer is contingent upon background check

☐ SSC will provide “Not Hired Justification Template” for supervisor to complete and return to SSC

☐ Request formal offer letter from SSC and review upon receipt

☐ Send offer letter and position description to hire for signature, and return signed documents to SSC
  - SSC will initiate ePAF for hire

PREPARING FOR START:

☐ Supervisor contacts employee to discuss the following:
  - Confirm that GatorStart packet has been received from SSC and completed (hire can be delayed if employee does not complete in a timely manner)
  - Confirm start date and time to report to work on first day
  - Communicate parking arrangements
  - Office location and directions to office and parking
  - Employee point of contact upon arrival for first day (should be supervisor unless unavoidable conflict)
  - Proper work attire

☐ Confirm employee’s work space

☐ Prepare workstation and ensure needed supplies are in place

☐ Obtain office keys (if needed)

☐ Assign a mentor (see “Finance & Accounting Mentoring New Hires Program” for more information)

☐ Order name tag or name plate (if needed)

☐ Contact SSC to initiate the following and CC the Administrative Assistant and supervisor for the area
  - Network managed by
  - Gatorlink
  - UFID
  - CTS/TSS work request for a new user – provide the following information: computer number, network printer number, drives needed, time & date of new employee’s arrival (request someone is on site if needed)
  - Gator 1 Card Authorization
  - DSA roles
  - VOIP phone work request – provide the following information: phone number, user’s name, and Gatorlink **if a Norstar phone then please contact the departmental phone administrator in your area
  - Payroll distribution

☐ Create an Outlook calendar for the first two weeks of employment (see sample “Create a calendar – New Hire”)

☐ Plan (2) weeks of trainings and meetings for the new hire. Ensure that you include NEO100 and NEO200 on the 1st day.

☐ Coordinate welcome and first day with mentor, including tour of department, lunch, Gator 1 Card and parking decal

☐ Arrange lunch with team during the first week (each person provides their own lunch or staff can each bring a dish)

FIRST DAY

☐ Welcome new hire – make sure to be there when the new hire arrives

☐ Introduce mentor and explain the role

☐ Introduce co-workers and supervisors for department

☐ Show workstation

☐ Mentor gives office tour: location of restrooms/breakrooms/meeting rooms, evacuation exits, printer/copier/scanner, supply cabinet, parking passes, entry procedures (key/code), etc.
Help employee log on to computer: Contact SSC if employee cannot log on and TSS computer support is not on site

Supervisor discusses all departmental functions and policies:
- Time reporting and payroll schedule
- Work schedule, lunch periods, and breaks
- Parking
- F&A leave policy regarding attendance and leave
- Cell phone/social media usage/any other phone policies
- Training plan and meeting schedule
- CFO Division e-mail policy (signature, photos, font)
- Computer drives, helpful UF websites, Outlook e-mail and calendar use

Review job description with employee and have both supervisor and employee sign after reviewing

Verify with SSC or Admin Assistant for area that Gator 1 Card has been approved before the mentor provides campus tour

Mentor takes employee on campus tour to pick up Gator 1 Card and parking decal from Transportation & Parking