

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