SUPERVISOR: ONBOARDING CHECKLIST

Employee Name:_____ A#:_____ Start Date:_____

Title: _____ Department:_____ Supervisor:_____

Supervisor Orientation

Hours of Work/Pay Policies

____ Initiate Offer & Submit Background Check or Self Disclosure Form (If applicable): self-disclosure.usu.edu
____ Work hours (starting and stopping times)
____ Overtime requirements
____ Lunch and break periods
____ Aggie time, My time, and exempt procedures
____ Paycheck distribution (when, where, how)
____ Pay discrepancies
____ Performance reviews
____ Pay increases
____ Vacation/holidays
____ Sick/Comp time

Welcome

____ Introductions
____ Preferred Pronouns
____ Brief history of USU, your department and its products, services and markets
____ Introduce employee to lead person and co-workers
____ Assign a co-worker or other responsible person as point of contact- “mentor”

General

____ Location of restrooms, cafeteria/break room, vending machines, storage areas, smoking areas
____ Time and Attendance policy and call-in procedure
____ Personal use of telephone, email, internet and other company equipment or facilities
____ Care of equipment
____ Security procedures
____ Confidentiality
____ Parking location and pass
____ Dress code
____ Where to get information and help
____ ID badge
____ Keys (Contact Ray)

Safety

_____ Review general safety rules
_____ Job or equipment hazards
_____ Reporting accidents or illnesses (FMLA)
_____ Location of first aid/CPR assistance/medical care
_____ Emergency evacuation procedures
_____ Lockout-tagout procedures & Hazard communications training (MSDS) (If applicable)
_____ Storage and disposal of solvents, hazardous chemicals and waste (If applicable)
_____ Eye protection, hearing protection, and other protective equipment requirements (If applicable)
_____ Proper lifting technique & required safety clothing and footwear (If applicable)

The Job

_____ Tour of department/worksite
_____ Department structure
_____ Employee's job duties and job scope
_____ Employee's job as it relates to total product or service
_____ Quality requirements
_____ Systems/tools/procedures

Resources to begin

- Work with the supervisor to ensure new hires can obtain what they need from the following places:
  Key Office: ray.cheatham@usu.edu
  Parking Pass: 840 E 1250 N, Logan. https://parking.usu.edu/parking-information/index
  Employee ID Card: Taggart Student Center 650 N 800 E, Loganhttps://usucard.usu.edu/contact_us/contact-us
  Computer Accesses: IT- https://support.usu.edu/
  P Card: https://controllers.usu.edu/team/pcards
  Motor pool: http://parking.usu.edu/motorpool/
  ILS: https://training.usu.edu/required-trainings/required_training