

Supervisor Checklist

The University of Akron *The Division of Student Affairs*

As a hiring supervisor you are being provided with this *Supervisor Checklist*. The binder is divided into three sections – Pre-Arrival, First Day on Campus, and First Month on campus. Each is explained below.

- ◆ Pre-Arrival—*The Pre-Arrival Checklist* contains information that the hiring supervisor or New Employee Mentor should complete prior to the new employee's arrival, so that he/she feels welcome on his/her first day on campus.
- ◆ First Day on Campus—*The First Day on Campus Checklist* includes items that should be completed on the new employee's first day.
- ◆ The First Month—*The First Month Checklist* outlines tasks that the new employee, with supervisor assistance, should complete, as well as any other information of which he/she should be made aware.

Supervisor Checklist

Pre-Arrival

Section A.

First Day on Campus

Section B.

First Month on Campus

Section C.



Below is a list of items that will need to be completed for your new employee. Additional information is included for select items.

The goal is to provide an optimal work environment for the new employee. This packet should be used as soon as you know you are bringing on a new employee.

Supervisor Checklist Pre-Arrival	
Supervisor should call to officially welcome the new employee to The University of Akron	
Send out the Pre-Arrival Welcome Packet, ensuring it is appropriately updated (see attached information)	
Send an informal announcement via email to the department announcing the new employee	
Prepare the new employee’s work space with supplies and make sure it is clean and ready	
Recruit a New Employee Mentor for your new employee	
Make sure the new employee has all needed information for the first day in his/her work area	
Update name plate if applicable	



Pre-Arrival Welcome Packet

Summary

The Pre-Arrival Welcome Packet was developed to help your new employee become acquainted with The University of Akron and your area. Before sending the packet to your new employee, ensure the following information is updated:

- Tailored welcome letter and/or a copy of signed offer letter
- The First Day Schedule
- Include a temporary Parking Pass. You can purchase a single one-day permit or a block of one-day permits from Parking Services at x7213 for \$5 a day. The new employee can fill out the paper application for a permanent parking pass that is included in the Pre-Arrival Packet.

The New Employee Navigation Program Supervisor and the designated New Employee Mentor for your area will be able to help in completing these tasks.



Below is a list of items that will need to be completed for your new employee.

The goal is to facilitate a clear understanding of roles, responsibilities and expectations for the new employee and to create a welcome work environment. Follow through on all the planning you did, pre-arrival.

Supervisor Checklist Day One	
Greet the new employee at the designated time and location	
Officially introduce the new employee to the department	
Provide the new employee with the First Day On Campus Welcome binder, ensuring it is appropriately updated (see enclosed information)	
Review the division's/department's most recent annual report and current goals	
Formally introduce the new employee to his/her New Employee Mentor	
Arrange for observation of departmental activities	
Review policies, procedures, resources and job expectations	
Ensure that the new employee schedules his/her Benefits Orientation, Sexual Harassment Prevention and HazCom Trainings	
Answer any questions and encourage new employee to keep a journal of notes and questions	



First Day On Campus Welcome Binder

Summary

The First Day On Campus Welcome Binder was developed to facilitate your new employee's first day on campus. Before providing the binder to your new employee, ensure the following information is updated:

- Update the First Day Schedule in Section A
- Ensure you have assigned a New Employee Mentor for your new employee. A summary of information for the New Employee Mentor initiative is provided in this packet.
- Ensure you include the summary of rules & regulations applicable to your new employee in Section C—Policies / Procedures. There is a separate summary for staff employees and contract professionals.
- Update the Further Items in Section E, if necessary.



The New Employee Mentor

Overview

The Division of Student Affairs has launched “Your New Employee Mentor” as part of its New Employee Navigation Program for new employees. The New Employee Mentor serves as a new employee’s one-stop resource for information as he/she becomes more familiar with his/her department, the division and the university. Volunteers are encouraged, although they must be appointed by the hiring supervisor.

The Purpose & Role

The New Employee Mentor partners with a new employee to:

- Make him/her feel welcome
- Help familiarize him/her with the department, division and university
- Introduce him/her to fellow employees
- Assist him/her with the new employee checklist, including obtaining a parking pass and Zip Card
- Give tours of his/her work areas and the campus
- Offer guidance and support
- Share experiences
- Answer any work-related questions he/she may have

Qualities

The New Employee Mentor should:

- Make a welcoming first impression
- Have a positive attitude and strong communication skills
- Be approachable and encouraging
- Hold a similar position and be high performer
- Be well regarded by peers and have the ability to maintain confidentiality

Benefits

Having a designated New Employee Mentor that a new employee can approach with questions and concerns provides the following benefits:

- Helps a new employee acclimate to the university culture
- Aids in employee job satisfaction and retention



The New Employee Mentor (con't.)

Timeframe for Your New Employee Mentor Service

Each New Employee Mentor's term of service begins on the new employee's first day of work, and should continue for about three months, with the first few weeks being more critical for acclimation to the new environment. The remaining time should be for questions that may arise. Sample responsibilities for the New Employee Mentor are provided below by timeframe.

Day 1 through Week 1

Welcome the new employee

- ◆ Show the new employee where he/she will be stationed (office, cubical, work station, etc.)
- ◆ Show the new employee the location of the restrooms, kitchen area, etc.
- ◆ Tour the department's work area(s)

Meet and Greet

- ◆ Introduce the new employee to the department

Assist the new employee with the following:

- ◆ Obtaining a parking pass
- ◆ Obtaining a UA net ID
- ◆ Logging on to the computer
- ◆ Obtaining office keys (if applicable)
- ◆ Using the phone system
- ◆ Reviewing department guidelines and expectations
- ◆ Obtaining office supplies
- ◆ Assisting with other items on the new employee checklist

Week 2 through Month 1

- ◆ Tour the campus and various work areas in the Student Affairs Division
- ◆ Introduce him/her to faculty and staff

Months 2 and 3

- ◆ Be available to assist when questions or situations come up



Policies and Procedures

Summary

The New Employee First Day On Campus Welcome Binder contains information on policies and procedures, which the supervisor and/or New Employee Mentor should review with the new employee. Employees are advised to review information on the following:

- University Rules <http://www.uakron.edu/ogc>
- Annual Performance Review process <http://www.uakron.edu/hr>
- Fee Reduction/Tuition Remission <http://www.uakron.edu/hr/BenftsAdmin.php>



Policies and Procedures

Summary

All employees are advised to review some general university rules. Additionally, staff employees and contract professionals are advised to review university rules specific to the classification. A list of the general university rules and rules applying to staff and contract professionals are provided in this packet.

General University Rules <http://www.uakron.edu/ogc>

All employees are advised to review the following university rules:

Rule Number	Rule Title
3359-11-10	Access and acceptable use of university computer and informational resources
3359-11-13	Sexual Harassment Policy
3359-11-17	Conflict of Interest, Conflict of Commitment, Scholarly Misconduct, and Ethical Conduct Policies and Procedures
3359-38-01	Affirmative Action Policy and Program
3359-47-01	Alcohol Policy
3359-47-02	Drug-Free Workplace
3359-47-03	Computer Misconduct Policy



Policies and Procedures

University Rules Specific to Staff Employees

All staff employees are advised to review the following university rules:

Rule Number	Rule Title
3359-11-01	Sick Leave for School of Law Faculty, Contract Professionals, Classified, and Unclassified Exempt Staff
3359-26-01	General Information
3359-26-02	General Staff Personnel Policies and Procedures
3359-26-03	Compensation
3359-26-04	Absence from Campus
3359-26-05	Separation from the University
3359-26-06	Part-Time Staff Group Health Insurance Coverage

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Policies and Procedures

University Rules Specific to Contract Professional Employees

All contract professionals are advised to review the following university rules:

Rule Number	Rule Title
3359-11-01	Sick Leave for School of Law Faculty, Contract Professionals, Classified, and Unclassified Exempt Staff
3359-22-01	Contract Professional Information
3359-22-03	Contract Professional Advisory Committee
3359-22-04	Contract Professional Grievance Committee
3359-22-05	Contract Professional Grievance Procedures

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Below is a list of items that will need to be completed for your new employee.

The goal is to provide an optimal work environment for the new employee and is used as soon as you know that you are bringing on a new employee.

Supervisor Checklist The First Month	
Email Doris Robinson at dkr@uakron.edu with new employee’s email address so he/she can be added to the Division listserv	
Review observations, issues and priorities	
Continue to clarify roles, responsibilities and expectations, as needed	
Ensure mandatory training has been completed	
Review Annual Review Process and related forms (see attached information)	
Establish a plan for professional development	



Annual Performance Review Process

Summary

The University of Akron conducts performance reviews on an annual basis based on the calendar year. Different processes have been established for Regular employees (contract professionals, unclassified staff, classified staff, and bargaining unit staff) and Temporary employees.

The annual performance review process and the related forms should be reviewed with your new employee within one month of the start of his/her employment. Examples of the different forms as well as general information regarding the performance review process are included in this section. The most current performance review information can be accessed online at http://www.uakron.edu/hr/hrtraining/Perf_Reviews/Perf_review.php. Please note there is a new annual performance review for contract professionals within Student Affairs.

Included are the following:

- Copy of the Training and Development Services UA Performance Review Program home-page
- UA's Collaborative Performance Review Program description
- Supervisor's Mentor to UA's Collaborative Performance Review Program
- A sample of a Performance Log
- Annual Performance Review for Regular Employees: Mentorlines
- Annual Performance Review for Regular Employees: Review forms
- Mentorlines/Instructions for Temporary Employee Evaluations
- Annual Performance Evaluation for Temporary Employees: Review form