



**Personnel Services and
Human Resources Development**

Congratulations on completing the recruitment process for the following employee:

Employee: _____ **Position:** _____

To assist you in preparing for their first day of work, we have compiled a list of items you are responsible to obtain and/or discuss with the employee to ensure all new employees are properly welcomed to the District.

Supervisor's Checklist for New Employees

Arrange for Supplies (if required for position):

- | | | |
|-----------------------|-----------------------|------------------------|
| _____ Office Space | _____ Desk Name Plate | _____ Telephone Access |
| _____ Computer System | _____ Parking Place | _____ Colleague Access |
| _____ Desk/Chair | _____ Parking Decal | _____ Photocopy Access |
| _____ Office Supplies | _____ Uniform | _____ _____ |
| _____ Office Keys | _____ E-Mail Access | _____ _____ |

Employee Expectations:

- _____ Work Periods: Shifts, break periods, time sheets (who needs to sign, when they are due)
- _____ Conduct and Appearance: Discuss ethics and emphasize that we are public employees, subject to the California Code of Ethics. Importance of good working relations, public relations, office and telephone courtesy. Discuss neatness, proper dress.
- _____ District Organization: Organizational makeup – Reporting Structure
- _____ Leaves: Who to call when reporting an absence. How vacation leave is scheduled.
- _____ Computer Usage
- _____ Appropriate Release of Information: Emphasize confidentiality issues regarding students and employees
- _____ New Employee Orientation: Attendance is mandatory at next available orientation

Safety:

- _____ Location of first aid facilities and fire exits, reporting of accidents, completing proper forms. Complaints and recommendations regarding safety should be reported to the supervisor, who will in turn notify the Safety Officer.
- _____ Hazard Communication Training: Location of MSDS in office.

Campus Tour:

- _____ Schedule a campus tour for your new employee