

**Supervisor Checklist for New Hires**

**Prior to Hire**

* Ensure your new employee’s Hire process is approved in Workday (check with your Employment Coordinator or Human Resources).
* Ensure your schedule allows for you to be present on the employee’s first day.
* Prepare the employee’s workspace with appropriate needs, i.e. furniture, computer, phone, mailbox, email, and a place to store or lock their valuables and supplies.
* Contact IT for assistance with computer/equipment order (if applicable):
  + AES Help Desk Support - <https://agritech.uark.edu/>
  + CES IT Support - <https://uada.edu/employees/information-technology/>
* Notify other staff of the new employee’s hire date.
* Provide specific instructions to the new employee regarding where to park and when/where to report on their first day.
* For CES only: Complete the new employee profile form at least 2 days prior to the scheduled start date: <https://uada.formstack.com/forms/new_profile>
* If your employee will not be assigned a computer, print off the New Employee Printable Web Resources (pdf)**.** (DEVELOP AND ADD TO WEB SITE)

**1st Day**

* Give a warm welcome and discuss the plan for the first day.
* Work with your onboarding partner and new employee to ensure that Section 1 of the I-9 task is completed in Workday.
* Introduce the employee to co-workers and any individual or mentor that may be involved in on-the-job training.
* If you are not able to be present on your employee’s first day, then plan accordingly and appoint a representative in your department to work with the employee.
* Show the employee their workspace, where to store personal belongings, location of restrooms, water fountain, vending machines, parking areas and entrances, fire exits and disaster response plans, bulletin boards, supplies, applicable office equipment, break areas, or any additional areas that are relevant to the position.
* Discuss office hours including break and meal periods, dress code, smoking policy, pay dates and procedures, flextime and telecommuting policies, compensatory time/overtime (if applicable), leave balances and accrual schedule, office closings, holidays, etc.
* Obtain an ID badge (if applicable).
  + AES – Contact ID Card Office.
  + CES – (LRSO only) Complete the [Badge Request form](https://forms.microsoft.com/pages/responsepage.aspx?id=T5VNF15Yw0CuHAGtpfJnI2a36gl06zRBqnj0jzxskwVUM1kwUlVVSzg2T09YTk9WVFlNQ1hLWFlZSC4u)
* Request office and building keys (if applicable).
  + AES – Contact Key Office for physical key
  + CES – (LRSO only) Email [facilityrequest@uada.edu](mailto:facilityrequest@uada.edu) for a physical key.
* Request parking permit/tag (if applicable).
  + AES – Contact Parking & Transit Office for a permanent permit.
  + CES (LRSO only) – Complete the [Vehicle Database Enrollment Form](https://uada.formstack.com/forms/vehicle)
* Workday Access
  + Ensure your employee is able to gain access to Workday as an employee using Single Sign on and using multi-factor authentication (MFA).
  + AES – [agritech@uark.edu](mailto:agritech@uada.edu) will send instructions to the employee’s personal email address.
  + CES – IT will send instructions to the employee’s personal email address; contact the IT Call Center for assistance [Submit a Request](https://uada.formstack.com/forms/call_center_direct) (ask Chris Lee).
* Arrange to meet the new employee at the end of the day to answer any questions.

**1st Week**

* Introduce your employee to the [Division Employee](https://uada.edu/employees/default.aspx) website for travel, reimbursement, subject matter, personnel and policy information.
* Order purchasing and travel cards (if applicable).
* Order business cards (if applicable); Submit [Business Card Order Form.](https://stores.pagedna.com/uada/saml2ep.cgi)

(All employees can have a business card if desired.)

* For AES employees only, provide communication regarding two email addresses for AES employees. (Ask Chris Lee)
* Explain work telephone usage and voice mail; provide information about cell phone reimbursement policy (if applicable).
* Explain your department’s mail system (receiving/outgoing) USPS, FedEx, UPS, etc. (if applicable).
* Ensure your employee has completed their onboarding tasks in Workday including tax forms, payment elections, benefits elections, vehicle safety (if applicable), etc.

**1st Month**

* Familiarize the employee with the [Division Policy Guide](https://uada.edu/about/policies.aspx) and where to find it on the web site.
* Introduce the employee to any external contact that may be necessary for them to function effectively. This may include potential collaborators outside of the department, public officials, key stakeholders, various committee members, etc...
* Access the employee’s job description in Workday using the RPT – Job Responsibilities report. Ensure the job description is complete and accurate prior to discussing with the employee. If edits are needed, use the Edit Position Restrictions task in Workday. Go over the job responsibilities with the employee, as those will flow through to the evaluation process.
* Ensure your employee has completed any applicable benefits elections in Workday within 31 days of their hire date.
* Faculty will need access to Digital Measures for reporting activities for their Faculty Service Review (FSR) document. Work with new faculty on completing Digital Measures. CES faculty will need a uark ID. (ask Diana about this) Contact AES Agri Help Desk. (Ask AES IT about this or ask Chris Lee)
* Provide a brief overview of your unit’s relationship to other units within the Division including your department’s reporting structure.
* Discuss required program planning and reports including AIMS and REEport (if applicable).
* Describe professional development opportunities (both internal and external).
* Review any applicable legal aspects of the employee’s role in the Division, i.e. Freedom of Information, HIPPA, FERPA, youth protection, mandated reporter, and Code of Ethics policies.
* Ensure the employee has completed all assigned Workday Learning training.
* Discuss membership in any applicable internal and external professional associations.

**1st 3 Months**

* Discuss the employee’s evaluation criteria including goals, self-evaluation, core competencies, and the timeline for evaluations each year. Goals can be established in Workday using the Set Individual Goals task. Both goals and core competencies will be included in the employee’s evaluation (excluding Agents and Faculty) each year. Information on goals and core competencies can be found on HR’s [Performance Evaluations](https://uada.edu/employees/business-office/human-resources/performance-evaluations.aspx) page.
* Encourage the employee to ask questions regarding their position, the organization, etc.
* Identify any areas that might hinder the employee from learning or understanding their job.
* Identify opportunities for new or refreshed training opportunities based on the employee’s progression.
* Assess growth/comfort in their role and offer feedback and/or suggestions (If applicable).
* Review the job description to see if there are any changes from the time of hire and use Edit Position Restrictions task in Workday if there are