SUPERVISOR: ONBOARDING CHECKLIST

Employee Name:____________________________________   A#:__________________   Start Date:______________

Title: ________________________   Department:____________________  Supervisor:____________________________

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](https://parking.usu.edu/parking-information/index)
  - Employee ID Card: Taggart Student Center 650 N 800 E, Logan [https://usucard.usu.edu/contact_us/contact-us](https://usucard.usu.edu/contact_us/contact-us)
  - Computer Access: IT- [https://support.usu.edu/](https://support.usu.edu/)
  - P Card: [https://controllers.usu.edu/team/pcards](https://controllers.usu.edu/team/pcards)
  - ILS: [https://training.usu.edu/required-trainings/required_training](https://training.usu.edu/required-trainings/required_training)