



Supervisor Checklist Getting a New Employee Off to a Good Start

Prior to the employee's arrival:

- Have their workspace ready: desk, chair, computer, phone, phone book, and supplies.
- Order any keys or door codes.
- Determine which systems the new employee will need access to, including, but not limited to: BANNER, Patriot Web, and Corporate Time.
- Set up computer access and their email account. (MESA login, access to shared drives if needed, etc.). (<http://itusupport.gmu.edu/>)
- Add the employee to the online phone directory. (<http://www.gmu.edu/mlnavbar/finder/>)
- Designate a mentor to answer questions, give support, and check in with the new employee during the learning/transitional period to make sure they have everything they need.

When the new employee arrives:

- Show employee around office/building and (restroom, fax machine, mail box, etc.).
- Introduce the new employee to the rest of the office staff. Be sure to identify key personnel, such as who to go to when they need office supplies, etc.
- Confirm that the employee is scheduled to attend orientation and knows the time and location (as specified in the offer letter). Provide directions if necessary.
- Review office procedures, standards and schedules, lunch break, computer security, and other office protocol.
- Ensure that the new employee has visited the New Employee Welcome Center (NEW) on or before their first day of work to complete important new hire paperwork, including: an I-9, state and federal tax forms, and direct deposit information. New employees will also receive a Mason photo ID and a temporary parking pass (upon completion of the payroll deduction form for parking).
- Review electronic time sheet procedures. (<https://patriotweb.gmu.edu/>)
- Set up phone and show employee how the features work. (<http://telecomadmin.gmu.edu/>)
- Provide a list of the employee's key contacts, and if needed, schedule meetings with them.
- Provide a list of important web links and list serves related to the employee's job. (e.g. Mason homepage, HR website, Patriot web, motor pool, Banner)
- Schedule training on key tasks, use of equipment, etc, including eVA, BANNER, eWork, etc.
- Assign a mentor for the new employee to ask questions as needed and provide friendly check-ins.

Within two weeks:

- Provide the employee with a position description and review work tasks and duties with them.
- Follow-up with the employee regarding work environment, equipment, and training needs.
- Be sure to check in regularly with the employee. (e.g. "How are you doing?")
- Remind the employee to submit any benefit forms that s/he did not complete at orientation.
- Encourage the employee to personalize their workspace so they feel comfortable. Set expectations for appropriate decorations as needed.
- Order business cards and/or a name plate if appropriate.
- Schedule the employee for Mason 101 through University Information.
- Let your employee know of other training opportunities, for example, how to find new HR/Payroll training, Fiscal Services offerings, special events at Mason, E-Files, etc.
- Direct the employee to the surplus office if additional office furniture is needed or desired.