

CHECKLIST FOR MANAGER / SUPERVISOR

<input type="checkbox"/>	INTERNAL
<input type="checkbox"/>	EXTERNAL

NAME _____

EMP ID _____

PHONE _____ MOVE / START DATE _____

	IDENTIFY DESK FOR EMPLOYEE
	COMPUTER SETUP, INCLUDING SET UP OF PRINTER, DRIVE AND PROGRAM ACCESS (IT)
	ORDER SECURITY BADGE, AND KEYS IF APPLICABLE
	ACCESS TO PAYCOM (HR), AND TRAIN HOW TO SUBMIT/APPROVE HOURS
	ACCESS TO STW, IF NEEDED (JEFF STRAWN)
	UPDATE NAME ON PHONE DISPLAY (IT)
	SET UP VM (IT)
	TOUR OF FACILTIES AND INTRO NEW EMPLOYEE TO STAFF (DIRECT SUPERVISOR OR TEAM MATE)
	REVIEW SCHEDULE (DAILY HOURS / TRAINING)
	REVIEW ROLES AND RESPONSIBILITES
	REVIEW NEXT 6-MONTH CALENDAR
	ESTABLISH GOALS TO BE PURSUED DURING 6-MONTH PROBATIONARY PERIOD
	ESTABLISH 6-12 MONTH GOALS FOR EVALUATION
	ENTER DEPARTMENT SPECIFIC ITEMS HERE
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