

THE OHIO STATE UNIVERSITY

New Employee Supervisor Checklist

## **A&P ORIENTATION/ON-BOARDING SUPERVISOR CHECKLIST**

Employee Name:	Title:
Employee Department:	Employee ID#
Employee Supervisor:	Hire Date:

All newly hired employees are encouraged to follow along with the general new hire on-boarding items <u>online</u>. This online guide will further explain and contain links to helpful websites and forms to assist them in learning their new role. The following checklist is to assist hiring mangers in on-boarding their new employees. Please review and/ or assist your new employees with these items, sign off on the checklist, and submit to HR to be included in the personnel file.

TIMELINE	✓	ACTION	WHO?	ADDITIONAL INFORMATION
Prior to Start		Set up workspace	Supervisor	
		Order necessary equipment	Supervisor	Contact OCIO, submit eRequests, etc.
		Complete New Hire paperwork	Employee	Sent to employee via DocuSign
		Set up OSU Identity	Employee	OSU Access Management
First Day		The Ohio State University Orientation Program	Employee	
		Welcome to Team / Department	Supervisor	
		Tour Facility / Work Area	Supervisor / Team	
		Complete I-9 Form (2 forms of ID, Complete within 3 days of hire)	Employee	List of Acceptable Documents
		Review University Policy Packet and Acknowledgment Form	Employee	
		Watch OSU New Employee Safety Orientation Video	Employee	<u>Watch Video</u>
		Watch DPS Surviving an Active Aggressor Video	Employee	<u>Watch Video</u>
		Obtain BuckID / Staff ID (if applicable)	Supervisor / Employee	BuckID - Ohio Union
		Obtain parking permit from CampusParc.	Supervisor / Employee	<u>CampusParc</u>
		<ul> <li>Review</li> <li>Job description</li> <li>Emergency designation</li> <li>Probationary period</li> <li>Work schedule</li> </ul>	Supervisor / Employee	Job description and emergnecy designation found in DocuSign
		Complete Direct Deposit and W4 tax information	Employee	Employee Self-Service
		Discuss clocking-in/out procedures and how to call-off &/or submit leave requests	Supervisor / Employee	
		Review Unit Attendance Policy	Supervisor / Employee	
		Review department expectations	Supervisor / Employee	



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## **ADMINISTRATION AND PLANNING**

New Employee Supervisor Checklist

TIMELINE	~	ACTION	WHO?	ADDITIONAL INFORMATION
First Week		Review organizational structure/goals	Supervisor	
		Review/Discuss Shop Rules (if applicable)	Supervisor	
		<ul> <li>Allow for BuckeyeLearn Trainings:</li> <li>Report = Support!</li> <li>Understanding the Sexual Misconduct Policy</li> <li>Protecting Institutional Data</li> <li>Diversity Basics</li> </ul>	Employee	
		Review Performance Management Process	Supervisor	
		Review University Holiday Schedule	Supervisor	Holiday Schedule
		Review Payroll Pay dates	Supervisor	Payroll Dates
		Allow time for Benefits Forums (if needed)	Supervisor	
		<ul><li>Review Employee Self Service (ESS)</li><li>Check personal information</li><li>Sign up for Buckeye Alert</li></ul>	Employee	Employee Self-Service
		Introduction to Union Steward (if applicable)	Supervisor	
		Tour of campus	Supervisor	
		Collect Policy Acknowledgment Sheet and Submit to HR	Supervisor	Deadline: Within 1st week of employment
		Complete this checklist and submit to HR	Supervisor	Deadline: Within 1st week of employment

This is a record of a new employee's participation in the A&P orientation/on-boarding process. Please do not sign off until these items are reviewed/completed. Your signature indicates you have fully oriented your new employee to all information listed above. Once completed and signed, submit this checklist to HR for entry in the new employee's personnel file.

Manager/Supervisor: _	Title:	Date:
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Employee: \_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_