Onboarding – Supervisor’s Checklist

Here is a list of items to discuss with your new employee.

____ Functional Responsibilities
____ Performance Program/Evaluation Process
____ Organizational Structure (Chain of Command)
____ Strategic Plans of the Campus, Division, Department (vision, mission, values)
____ Training and Professional Development Opportunities
____ Office Equipment & Request for Copier/Printer PIN
   (Email Helpdesk at helpdesk@plattsburgh.edu to add to SymQuest)
____ Workplace Attire Recommendations
____ Parking
   □ Lots/Permits
____ Identification Card
   □ Cardinal Cash
   □ Faculty/Staff Meal Plan
____ Telephone – How to Use, Appropriate Use Of, and business PBN request
   www.plattsburgh.edu/academics/resources/technology/netops/telecommunications/
____ E-mail, User ID
   □ Address
   □ How to Use & Appropriate Use of
   □ Official Mode of Communication
   □ Consistent Campus Signature
____ Computer Access, Usage and Passwords (email helpdesk@plattsburgh.edu with
   questions or problems)
____ SUNY Plattsburgh Web Sites
____ Keys (authorization requested by Dept. Head with form from Locksmith x4024)
____ Compliance Training
_____ Encourage attendance at the next campus tour (offered monthly)

_____ Safety and Health

☐ Accident Reporting
☐ Building Contact Information
☐ Chemicals
☐ Equipment
☐ Evacuation

_____ Time & Attendance

☐ Meals/Breaks
  ☐ Dining Services/Vending Machines
  ☐ Refrigerator/Microwave/Coffee Maker
  ☐ Tobacco Policy
  ☐ Restrooms
  ☐ Completing Time Sheet/Leave Record & Process for requesting time off
☐ Flex Time
☐ Inclement Weather Policy/Designated Responder
☐ Liberal Leave (www.plattsburgh.edu/hr, click on Holiday Information)

_____ Commencement Participation (Academic/Professional employees only)

  Participate in commencement ceremonies by walking in processional in formal regalia
  or assisting with event management, as assigned.

_____ Committees/Clubs/Organizations

Please note that in addition to a benefits orientation, Human Resource Services gives each
new employee a New Employee Things To Do information sheet that includes instructions
for obtaining an ID card, activating their email account, and obtaining a parking permit.

Employee Name: __________________________________________
Employee Signature/Date: ____________________________________
Supervisor Signature/Date: ____________________________________