SUPERVISOR’S CHECKLIST FOR NEW EMPLOYEES

**Name:** _________________  **Position:** _________________  **Employee Start Date:** ___________

(*To be customized to each department* The items highlighted in "green" are intended to make your new employee feel welcome. Please try to include them whenever possible.)

**PRIOR TO YOUR NEW EMPLOYEE’S START DATE**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Completed (Initial &amp; Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with Recruitment and Staffing to complete hiring process</td>
<td></td>
</tr>
<tr>
<td>Ensure that new employee completes all new employee paperwork in PageUp</td>
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</tr>
<tr>
<td>▪ Banner IDs are only issued once all new employee paperwork is completed</td>
<td></td>
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<tr>
<td>▪ SOM: Banner IDs are provided by HR</td>
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<tr>
<td>Ensure that new employee has either uploaded their proof of vaccination or filed for an exemption</td>
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<tr>
<td>▪ Proof of vaccination can be uploaded in Self-Service Banner</td>
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<tr>
<td>▪ The process for filing an exemption and the necessary forms can be found <a href="#">here</a></td>
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</tr>
<tr>
<td>Enter your new employee into RIMS</td>
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<tr>
<td>▪ Add your new employee to RIMS to ensure they have access to Rowan Network systems</td>
<td></td>
</tr>
<tr>
<td>▪ Employees must be added to RIMS before they can set up their Rowan Net IDs</td>
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<tr>
<td>▪ To learn more about how to add an employee to RIMS, click <a href="#">here</a></td>
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</tr>
<tr>
<td>Ensure the set up of new employee’s work area/office</td>
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<tr>
<td>▪ Arrange for computer, telephone, voicemail and software installation:</td>
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<tr>
<td>▪ Requests for new phones must be <a href="#">submitted through the Rowan Support Portal</a></td>
<td></td>
</tr>
<tr>
<td>▪ Requests for new computers <a href="#">must be placed through the Rowan Support Portal</a></td>
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</tr>
<tr>
<td>▪ Rowan-managed workstations come equipped with standard software, such as Microsoft Office. For other self-service downloads, use the <a href="#">Software Center</a> on Windows or <a href="#">Self Service</a> on Macs. Non-standard software <a href="#">must be ordered through the Rowan Support Portal</a>.</td>
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<tr>
<td>▪ Arrange for any office keys by submitting a key request form</td>
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<tr>
<td>▪ Glassboro and Camden: If the keys are not already located within your department, an admin in your department can submit a work order through RowanWorks.</td>
<td></td>
</tr>
<tr>
<td>▪ SOM: Please complete the locksmith request form: <a href="#">https://som.rowan.edu/documents/locksmithrequest.pdf</a></td>
<td></td>
</tr>
<tr>
<td>▪ Arrange for any office lighting, air/heating, custodial, painting, and/or furniture moving work and to order name plate/sign for new employee’s office or desk</td>
<td></td>
</tr>
<tr>
<td>▪ Rowan and CMSRU: An admin in your department can submit a work order through RowanWorks.</td>
<td></td>
</tr>
<tr>
<td>▪ SOM: Email <a href="mailto:SOMfacilitieshelp@rowan.edu">SOMfacilitieshelp@rowan.edu</a></td>
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<tr>
<td>▪ Provide necessary office supplies</td>
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<tr>
<td>Register new employee for role specific training as applicable</td>
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<tr>
<td>▪ IRT Training Resources: <a href="#">go.rowan.edu/training</a></td>
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<tr>
<td>▪ University technology such as Banner, Qualtrics, RIMS, 25Live and Cognos</td>
<td></td>
</tr>
</tbody>
</table>
- **HR Organizational Development and Training:**
  - [http://www.rowan.edu/adminfinance/hr/training/index.html](http://www.rowan.edu/adminfinance/hr/training/index.html)
  - Trainings and webinars not provided internally by Rowan

### Provide information for first day

**Glassboro and Camden:**
- Start time on first day
- Directions and map of where to report
  - All Campuses: [https://www.rowan.edu/about/visiting/main.html](https://www.rowan.edu/about/visiting/main.html)
- First day parking instructions
  - CMSRU: [http://www.rowan.edu/coopermed/about/maps/parking.php](http://www.rowan.edu/coopermed/about/maps/parking.php)
- Reminder to connect with HR regarding documents to bring on first day
- Guidelines for office dress code

**SOM:**
- HR provides all first day information to new employees as the first half of the first day is typically spent with HR in New Employee Orientation
- Confirm with HR that new employee will attend orientation on first day
- Provide directions on where to report after new employee orientation

### Prepare agenda for new employee’s first day and week

- Schedule time to spend with your new employee during the first week
- Check with Payroll to find out new employee’s first pay date
- Identify meetings (staff, 1:1, etc.) that new employee should attend
- Identify people for new employee to meet during first week
- Determine meaningful work assignment for new employee to attempt or complete

### Announce new employee’s arrival date and duties to department

- Line up a buddy/mentor for your new employee

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**ON YOUR NEW EMPLOYEE’S FIRST DAY**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Completed (Initial &amp; Date)</th>
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</thead>
<tbody>
<tr>
<td><strong>Greet new employee at office upon arrival</strong>&lt;br&gt; <em>If not possible, please make some form of contact with your employee on the first day and select someone from your department as the point of contact for the day.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Arrange to have lunch with new employee at a location on campus</strong>&lt;br&gt; <em>If you are able to join the employee for lunch, inform the employee in advance so the employee knows whether to bring a lunch from home or bring cash to buy lunch on campus.</em></td>
<td></td>
</tr>
</tbody>
</table>

**Help employee set up Rowan NetID & access email**

- Follow the steps in IRT’s [New Employees Network Account and Banner ID Information article](http://www.rowan.edu/adminfinance/hr/training/index.html) to set up your employee’s Rowan NetID.
- SOM: HR can assist employees with obtaining an email during orientation

**Register new employee for systems and technology (as necessary per role)**

- You can use [Self-Service Banner to request Banner Finance Security Access](http://www.rowan.edu/adminfinance/hr/training/index.html). For other Banner Security access requests, [follow the instructions outlined in this article](http://www.rowan.edu/adminfinance/hr/training/index.html).
- Canvas: Employees who need access to Canvas will receive an account within 24 hours of activating their Rowan NetID.
| **For access to O: Drive and shared folders, email support@rowan.edu with the O:Drive path and if access is view or update.** |
| Department specific technology accounts |
| Other systems used in the new employee’s role |

**Remind new employee to complete the I-9 process with Human Resources**
- Section 2 (verification of identification documents) must be completed within 3 days of first day.<br>Note: this will have already been completed during New Employee Orientation at SOM

**Confirm that new employee has completed new hire paperwork with Human Resources**
- All forms can be found in PageUp
- Banner ID creation depends on the completion of these forms.<br>Note: this will have already been completed during New Employee Orientation at SOM

**Assist new employee in getting Rowan ID card**
**Glassboro:**
- ID cards are made by appointment only in the Rowan Card Office: https://sites.rowan.edu/rowancard/. They are located in the Chamberlain Student Center, Room 203

**CMSRU:**
- ID cards are available at the Operations office on the 3rd floor

**SOM:**
- ID cards can be done at the Public Safety Office located in the University Educational Building.

**Assist new employee in getting parking permit**
**Glassboro:**

**Camden:**
- Inform employee to take ticket at the garage on their first visit. Have the employee obtain their wafer at the Operations office.

**SOM:**
- HR can assist employees with obtaining parking permits
- http://www.rowan.edu/som/hr/parking.html

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**Provide tour of the department/building, including break room and supply closet** If new employee is interested share nearby lunch options, if applicable.
- Introduce new employee to all members of the department

**Direct employee to Payroll website and instruct that all pay questions should be routed there**
- www.rowan.edu/payroll
Pay dates, paycheck distribution, tax withholdings, comp time, overtime

**Review first week’s schedule and meaningful work assignment. Answer employee questions**
- If new employee will be going to further orientation or visiting other campuses, give instructions (including parking information) for all days
### DURING YOUR NEW EMPLOYEE’S FIRST AND SECOND WEEKS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Completed (Initial &amp; Date)</th>
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</thead>
<tbody>
<tr>
<td><strong>Confirm that new employee has been contacted by Human Resources regarding Rowan New Employee Orientation</strong> <em>this only applies to full-time employees</em></td>
<td></td>
</tr>
<tr>
<td>- Glassboro and Camden: <a href="https://sites.rowan.edu/hr/training/neo.html">https://sites.rowan.edu/hr/training/neo.html</a></td>
<td></td>
</tr>
<tr>
<td>- SOM: New Employee Orientation takes place on Mondays</td>
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<tr>
<td><strong>Orient new employee to department</strong></td>
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<tr>
<td>- Identify department goals/mission/vision and relationship of department to the organization</td>
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<tr>
<td>- Discuss applicable Rowan and departmental policies and processes</td>
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<tr>
<td>- Share job description, short term goals, and any other expectations</td>
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<tr>
<td>- Explain Rowan’s Four Pillars and tie them to the employee’s job responsibilities</td>
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<td>- Review the performance management or review process (depending on union affiliation)</td>
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<td>- Describe customer service expectations</td>
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<td>- Provide list of current departmental initiatives, office phone list, and org chart</td>
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<tr>
<td>- Inform employee of any regularly scheduled staff meetings or events</td>
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<tr>
<td>- Explain work duties of others in the department and how they relate to the new employee’s</td>
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<tr>
<td>- Point out and explain how to use any necessary office equipment</td>
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<tr>
<td>- Explain work hours, department coverage, scheduling time off, lunch breaks including any department-wide calendars where the information is tracked</td>
<td></td>
</tr>
<tr>
<td><strong>Direct new employee to review leave accrual policies for Sick Time, Vacation, Holiday and Administrative Days via the following policies:</strong></td>
<td></td>
</tr>
<tr>
<td>- Payroll Policies: <a href="https://confluence.rowan.edu/display/POLICY/Payroll">https://confluence.rowan.edu/display/POLICY/Payroll</a></td>
<td></td>
</tr>
<tr>
<td>- HR Holiday Calendar: <a href="https://sites.rowan.edu/hr/benefits/holiday.html">https://sites.rowan.edu/hr/benefits/holiday.html</a></td>
<td></td>
</tr>
<tr>
<td>- HR SOM Holiday Calendar: <a href="http://www.rowan.edu/som/hr/holiday.html">http://www.rowan.edu/som/hr/holiday.html</a></td>
<td></td>
</tr>
<tr>
<td>- HR Leave of Absence Guidelines: <a href="https://sites.rowan.edu/hr/benefits/leaves.html">https://sites.rowan.edu/hr/benefits/leaves.html</a></td>
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</tr>
<tr>
<td><strong>Instruct new employee on use of e-mail, Internet, voicemail, and other electronic communications</strong></td>
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<tr>
<td>- Share appropriate email signature template for your department</td>
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<td>- Allow employee to set up voicemail message recording</td>
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<tr>
<td>- Discuss sending interoffice and regular mail and location of department mailboxes (if applicable)</td>
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<tr>
<td><strong>Train new employee on completing biweekly timesheets</strong></td>
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<tr>
<td>- Payroll Web Time Entry: <a href="http://www.rowan.edu/adminfinance/controller/payroll/WTE.html">http://www.rowan.edu/adminfinance/controller/payroll/WTE.html</a></td>
<td></td>
</tr>
<tr>
<td><strong>Sign-up new employee for applicable computer or process training (if not already registered)</strong></td>
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<tr>
<td><strong>Assist employee in updating the Rowan Campus Phone and Email directory and departmental contact list with new employee’s information</strong></td>
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<tr>
<td><strong>Allow employee time to complete required University training assigned during orientation</strong></td>
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<tr>
<td><strong>Encourage employee to sign up for a campus tour through Admissions (if new to Rowan)</strong></td>
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<tr>
<td>- Glassboro: <a href="https://apply.rowan.edu/portal/visit">https://apply.rowan.edu/portal/visit</a></td>
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<tr>
<td>- Glassboro Virtual: <a href="http://www.youvisit.com/tour/rowan/80133?tourid=tour1_10_04_16_09886">http://www.youvisit.com/tour/rowan/80133?tourid=tour1_10_04_16_09886</a></td>
<td></td>
</tr>
<tr>
<td>- SOM: <a href="http://www.rowan.edu/som/education/admissions/openHouse.html">http://www.rowan.edu/som/education/admissions/openHouse.html</a></td>
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</tbody>
</table>
DURING YOUR NEW EMPLOYEE’S FIRST MONTH

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Ensure new employee understands the relationship between the employee’s job, the department, and the organization</td>
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<tr>
<td>Set up one-on-one meetings with team members and other pertinent staff members</td>
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<tr>
<td>Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities</td>
<td></td>
</tr>
<tr>
<td>Schedule new employee for any applicable learning opportunities</td>
<td></td>
</tr>
<tr>
<td>▪ Trainings available from HR Organizational Development and Training</td>
<td><a href="http://www.rowan.edu/adminfinance/hr/training/index.html">http://www.rowan.edu/adminfinance/hr/training/index.html</a></td>
</tr>
<tr>
<td>▪ Applicable events on campus</td>
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<tr>
<td>Review Performance Management process and set goals using the correct form</td>
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<tr>
<td>▪ Contact HR if you are unsure of appropriate form to use</td>
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</tr>
<tr>
<td>▪ Initial performance expectations for the annual cycle should be set within the first 30 days</td>
<td></td>
</tr>
<tr>
<td>▪ ePAR: <a href="http://www.rowan.edu/adminfinance/hr/par/index.html">http://www.rowan.edu/adminfinance/hr/par/index.html</a></td>
<td></td>
</tr>
<tr>
<td>▪ SOM Performance Appraisal: <a href="http://www.rowan.edu/som/hr/performance.html">http://www.rowan.edu/som/hr/performance.html</a></td>
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</tr>
</tbody>
</table>

DURING YOUR NEW EMPLOYEE’S FIRST 2 - 6 MONTHS

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review orientation progress and provide support</td>
<td></td>
</tr>
<tr>
<td>Set up a development plan with new employee</td>
<td></td>
</tr>
<tr>
<td>Complete Probationary Review (180 day evaluation) if required by classification</td>
<td></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION FOR ASSISTANCE

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Main Campus: 856-256-4134, <a href="http://www.rowan.edu/hr/">http://www.rowan.edu/hr/</a></td>
</tr>
<tr>
<td></td>
<td>SOM Campus: 856-566-6159, <a href="http://www.rowan.edu/som/hr/index.html">http://www.rowan.edu/som/hr/index.html</a></td>
</tr>
<tr>
<td>Payroll</td>
<td>856-256-4166, <a href="http://www.rowan.edu/adminfinance/controller/payroll/">http://www.rowan.edu/adminfinance/controller/payroll/</a></td>
</tr>
</tbody>
</table>
| Information Resources and Technology | Technology Support Center at: 856-256-4400, [support@rowan.edu](mailto:support@rowan.edu) or [submit a ticket in the Rowan Support Portal](http://www.rowan.edu/hr/)
|                        | Resources for New Employees                                                          |