

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

ACTION	Completed (Initial & Date)
<p>Work with Recruitment and Staffing to complete hiring process</p>	
<p>Ensure that new employee completes all new employee paperwork and returns to HR</p> <ul style="list-style-type: none"> ▪ Banner IDs are only issued once all new employee paperwork is completed ▪ SOM: Banner IDs are provided by HR during orientation 	
<p>Register new employee for Rowan Network Account and Email</p> <ul style="list-style-type: none"> ▪ Use online registration system at: https://id.rowan.edu or email: support@rowan.edu ▪ Request should include new employee full name, Banner ID number, and department name ▪ SOM: HR assists employees with obtaining an email during orientation <p>Register new employee for systems and technology (as necessary per role)</p> <ul style="list-style-type: none"> ▪ Banner Internet Native: https://banner.rowan.edu ▪ Role Specific Banner Access: https://www.rowan.edu/selfservice ▪ Blackboard: Send email to blackboard@rowan.edu to establish a Blackboard account ▪ Access to O: Drive and shared folders ▪ Department specific technology accounts ▪ Other systems used in the new employee's role 	
<p>Ensure the setup of new employee's work area/office</p> <ul style="list-style-type: none"> ▪ Arrange for computer, telephone, voicemail, and software installation: <ul style="list-style-type: none"> ▪ Please call IRT at 856-256-4400 or email support@rowan.edu ▪ Arrange for any office keys by submitting a key request form <ul style="list-style-type: none"> ▪ Glassboro and Camden: https://www.rowan.edu/adminfinance/facilities/ ▪ SOM: https://www.rowan.edu/som/facilities/facilities.html ▪ Arrange for any office lighting, air/heating, custodial, painting, and/or furniture moving work <ul style="list-style-type: none"> ▪ Rowan Facilities Work Order: https://www.rowan.edu/adminfinance/facilities/ ▪ SOM: https://www.rowan.edu/som/facilities/facilities.html ▪ Order name plate/ sign for new employee's office or desk <ul style="list-style-type: none"> ▪ Rowan Facilities Work Order: https://www.rowan.edu/adminfinance/facilities/ ▪ SOM: http://www.rowan.edu/som/facilities/facilities.html ▪ Provide necessary office supplies 	
<p>Register new employee for role specific training as applicable</p> <ul style="list-style-type: none"> ▪ IRT Training Resources: www.rowan.edu/irt-training <ul style="list-style-type: none"> ▪ IRT Training Services: https://www.rowan.edu/irt-training <ul style="list-style-type: none"> ▪ University technology such as Banner, Qualtrics, RIMS, 25Live and Cognos ▪ IRT Academic Technology: https://confluence.rowan.edu/x/d4D7Aw <ul style="list-style-type: none"> ▪ Information about and training on Blackboard, Media and Faculty Technology ▪ Lynda.com: https://www.rowan.edu/lynda 	

<ul style="list-style-type: none"> ▪ Online training videos on Microsoft Office, Adobe products and much more ▪ HR Organizational Development and Training: <ul style="list-style-type: none"> ▪ https://www.rowan.edu/adminfinance/hr/training/index.html ▪ Trainings and webinars not provided internally by Rowan 	
<p>Provide information for first day Glassboro and Camden:</p> <ul style="list-style-type: none"> ▪ Start time on first day ▪ Directions and map of where to report <ul style="list-style-type: none"> ▪ All Campuses: https://www.rowan.edu/home/about/visiting-rowan-university ▪ First day parking instructions <ul style="list-style-type: none"> ▪ Glassboro: https://www.rowan.edu/safety/parking/regulation.html ▪ CMSRU: https://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 <p>SOM:</p> <ul style="list-style-type: none"> ▪ 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 	
<p>Prepare agenda for new employee's first day and week</p> <ul style="list-style-type: none"> ▪ 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 	
<p>Announce new employee's arrival date and duties to department</p>	
<p>Line up a buddy/mentor for your new employee</p>	

ON YOUR NEW EMPLOYEE'S FIRST DAY

ACTION	Completed (Initial & Date)
<p>Greet new employee at office upon arrival <i>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.</i></p>	
<p>Arrange to have lunch with new employee at a location on campus 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.</p>	
<p>Remind new employee to complete the I-9 process with Human Resources</p> <ul style="list-style-type: none"> ▪ Section 2 (verification of identification documents) must be completed within 3 days of first day. <i>Note: this will have already been completed during New Employee Orientation at SOM</i> 	
<p>Confirm that new employee has completed new hire paperwork with Human Resources</p> <ul style="list-style-type: none"> ▪ All forms can be found at: https://www.rowan.edu/hr/recruitstaff/forms.html ▪ Banner ID creation depends on the completion of these forms. <i>Note: this will have already been completed during New Employee Orientation at SOM</i> 	

Confirm new employee has an active Banner ID and is able to access Banner system	
Confirm new employee receives Rowan Network ID and is able to log into email <ul style="list-style-type: none"> ▪ Direct employees with password issues to https://www.id.rowan.edu 	
Assist new employee in getting Rowan ID card <ul style="list-style-type: none"> ▪ Rowan Card Office: https://sites.rowan.edu/rowancard/ ▪ ID cards are made at the Student Center Information Desk on the Glassboro campus ▪ HR assists employees with obtaining the Rowan ID at SOM 	
Assist new employee in getting parking permit Glassboro and Camden: <ul style="list-style-type: none"> ▪ Temporary Parking Permit: Parking Office, Bole Annex, 856-256-4575 or Parking Welcome Gate ▪ Permanent Parking Permit: https://www.rowan.edu/safety/parking/permit.html SOM: <ul style="list-style-type: none"> ▪ HR assists employees with parking permits during New Employee Orientation <ul style="list-style-type: none"> ○ https://www.rowan.edu/som/hr/parking.html 	
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 <ul style="list-style-type: none"> ▪ 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

ACTION	Completed (Initial & Date)
Confirm that new employee has been contacted by Human Resources regarding Rowan New Employee Orientation *this only applies to full-time employees <ul style="list-style-type: none"> ▪ Glassboro and Camden: https://sites.rowan.edu/hr/training/neo.html ▪ SOM: New Employee Orientation takes place on employee's first day 	
Orient new employee to department <ul style="list-style-type: none"> ▪ Identify department goals/mission/vision and relationship of department to the organization ▪ Discuss applicable Rowan and departmental policies and processes ▪ Share job description, short term goals, and any other expectations ▪ Explain Rowan's Four Pillars and tie them to the employee's job responsibilities ▪ Review the performance management or review process (depending on union affiliation) ▪ Describe customer service expectations ▪ Provide list of current departmental initiatives, office phone list, and org chart ▪ Inform employee of any regularly scheduled staff meetings or events ▪ Explain work duties of others in the department and how they relate to the new employee's 	

<ul style="list-style-type: none"> ▪ Point out and explain how to use any necessary office equipment ▪ Explain work hours, department coverage, scheduling time off, lunch breaks including any department-wide calendars where the information is tracked 	
<p>Direct new employee to review leave accrual policies for Sick Time, Vacation, Holiday and Administrative Days via the following policies:</p> <ul style="list-style-type: none"> ▪ Payroll Policies: https://confluence.rowan.edu/display/POLICY/Payroll ▪ HR Holiday Calendar: https://www.rowan.edu/adminfinance/hr/benefits/holiday.html ▪ HR SOM Holiday Calendar: https://www.rowan.edu/som/hr/holiday.html ▪ HR Leave of Absence Policies: https://www.rowan.edu/adminfinance/hr/benefits/leaves.html 	
<p>Instruct new employee on use of e-mail, Internet, voicemail, and other electronic communications</p> <ul style="list-style-type: none"> ▪ Share appropriate email signature template for your department ▪ Allow employee to set up voicemail message recording ▪ Discuss sending interoffice and regular mail and location of department mailboxes (if applicable) 	
<p>Train new employee on completing biweekly timesheets</p> <ul style="list-style-type: none"> ▪ Payroll Web Time Entry: https://www.rowan.edu/adminfinance/controller/payroll/WTE.html 	
<p>Sign-up new employee for applicable computer or process training (if not already registered)</p>	
<p>Assist employee in updating the Rowan Campus Phone and Email directory and departmental contact list with new employee's information</p>	
<p>Allow employee time to complete required University training assigned during orientation</p>	
<p>Encourage employee to sign up for a campus tour through Admissions (if new to Rowan)</p> <ul style="list-style-type: none"> ▪ Glassboro: https://www.rowan.edu/home/undergraduate-admissions/tours-open-houses ▪ Glassboro Virtual: https://www.youvisit.com/tour/rowan/80133?tourid=tour1_10_04_16_09886 ▪ SOM: https://www.rowan.edu/som/education/admissions/openHouse.html ▪ SOM Virtual: https://www.youvisit.com/tour/rowan/80485 ▪ CMSRU Virtual: http://www.youvisit.com/tour/rowan/80486?tourid=tour1 ▪ Camden Virtual: http://www.youvisit.com/tour/rowan/80484?tourid=tour1 	

DURING YOUR NEW EMPLOYEE'S FIRST MONTH

<p>Ensure new employee understands the relationship between the employee's job, the department, and the organization</p>	
<p>Set up one-on-one meetings with team members and other pertinent staff members</p>	
<p>Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities</p>	
<p>Schedule new employee for any applicable learning opportunities</p> <ul style="list-style-type: none"> ▪ Trainings available from HR Organizational Development and Training https://www.rowan.edu/adminfinance/hr/training/index.html ▪ View other trainings available through Lynda.com https://www.rowan.edu/lynda (required Rowan Network ID log in) ▪ Applicable events on campus 	

Review Performance Management process and set goals using the correct form <ul style="list-style-type: none"> ▪ Contact HR if you are unsure of appropriate form to use ▪ Initial performance expectations for the annual cycle should be set within the first 30 days ▪ ePAR: https://www.rowan.edu/adminfinance/hr/par/index.html ▪ SOM Performance Appraisal: https://www.rowan.edu/som/hr/performance.html 	
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DURING YOUR NEW EMPLOYEE'S FIRST 2 - 6 MONTHS

Review orientation progress and provide support	
Set up a development plan with new employee	
Complete Probationary Review (180 day evaluation) if required by classification	

CONTACT INFORMATION FOR ASSISTANCE

Human Resources Main Campus 856-256-4134 https://www.rowan.edu/hr	Human Resources SOM Campus 856-566-6159 https://www.rowan.edu/som/hr/index.htm
Payroll 856-256-4166 https://www.rowan.edu/adminfinance/controller/payroll	
Information Resources and Technology 856-256-4400 (Support Desk) https://confluence.rowan.edu/display/IRT/Resources+for+Employees	