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)
Work with Recruitment and Staffing to complete hiring process.	
Ensure that new employee completes all new employee paperwork in PageUp. ▪ Banner IDs are only issued once all new employee paperwork is completed. ▪ *SOM*: Banner IDs are provided by HR	
Enter your new employee into RIMS. ▪ Add your new employee to RIMS to ensure they have access to Rowan Network systems. ▪ Employees must be added to RIMS before they can set up their Rowan NetIDs. ▪ To learn more about how to add an employee to RIMS, click here.	

Ensure the set up of new employee's work area/office.
▪ Arrange for computer, telephone, voicemail and software installation:
  o Requests for new computers must be placed through the Rowan Support Portal.
  o Requests for new phones must be submitted through the Rowan Support Portal.
  o Rowan-managed workstations come equipped with standard software, such as Microsoft Office. For other self-service downloads, use the Company Portal on Windows or Self Service on Macs. Non-standard software must be ordered through the Rowan Support Portal.
▪ Arrange for any office keys by submitting a key request form.
  o *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.
  o *SOM*: Please complete the locksmith request form: https://som.rowan.edu/documents/locksmithrequest.pdf
▪ 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.
  o *Glassboro and CMSRU*: An admin in your department can submit a work order through RowanWorks.
  o *SOM*: Email SOMfacilitieshelp@rowan.edu
▪ Provide necessary office supplies	

Register new employee for role specific training as applicable.
▪ IRT Training Resources: go.rowan.edu/training
  o University technology such as Banner, Qualtrics, RIMS, 25Live and Cognos
  o Banner Finance Training Resources
▪ HR Training and Development: https://sites.rowan.edu/hr/training/
▪ Additional trainings and webinars provided outside of Rowan University	

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 - First day parking instructions - Parking Information: https://sites.rowan.edu/publicsafety/parking/ - 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 colleague/mentor for your new employee within your department.	

ON YOUR NEW EMPLOYEE'S FIRST DAY

ACTION	Completed (Initial & Date)
Greet new employee at office upon arrival. *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.*	
Arrange to have lunch with new employee at a location on campus. If you can join the employee for lunch, inform the employee in advance so the employee knows whether to bring a lunch from home or be prepared to buy lunch on campus.	
Help employee set up Rowan NetID & access email. - Follow the steps in IRT's New Employees Rowan NetID & Banner ID Information article 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. For other Banner Security access requests, follow the instructions outline in this article. - 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. *SOM:* This will have already been completed during New Employee Orientation **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. *SOM:* This will have already been completed during New Employee Orientation	
Assist new employee in getting Rowan ID card. *Glassboro*: - ID cards are made by appointment in the RowanCard Office: https://sites.rowan.edu/rowancard/. *CMSRU*: - CMSRU RowanCard office is located on the 3rd floor of the Medical Education Building. https://cmsru.rowan.edu/resources/rowan_cards/ *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*: - Temporary and Permanent Parking Permit: https://sites.rowan.edu/publicsafety/parking/ *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.	
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. - Pay dates, paycheck distribution, tax withholdings, comp time, overtime. - www.rowan.edu/payroll	
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. • *Glassboro and Camden*: https://sites.rowan.edu/hr/training/neo.html • *SOM*: New Employee Orientation takes place on Mondays	
Orient new employee to department • 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. • 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.	
Direct new employee to review leave accrual policies for Sick Time, Vacation, Holiday and Administrative Days via the following policies: • Payroll Policies: https://confluence.rowan.edu/display/POLICY/Payroll • HR Holiday Calendar: https://sites.rowan.edu/hr/benefits/holiday.html • HR SOM Holiday Calendar: http://www.rowan.edu/som/hr/holiday.html • HR Leave of Absence Guidelines: https://sites.rowan.edu/hr/benefits/leaves.html	
Instruct new employee on use of e-mail, Internet, voicemail, and other electronic communications. • 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)	
Train new employee on completing biweekly timesheets. • Payroll Web Time Entry: http://www.rowan.edu/adminfinance/controller/payroll/WTE.html	
Sign-up new employee for applicable computer or process training (if not already registered).	
Assist employee in updating the Rowan Campus Phone and Email directory and departmental contact list with new employee's information.	
Allow employee time to complete required University training assigned during orientation.	

Encourage employee to sign up for a campus tour through Admissions (if new to Rowan).
  ▪ Glassboro: https://apply.rowan.edu/portal/visit
  ▪ Glassboro Virtual: http://www.youvisit.com/tour/rowan/80133?tourid=tour1_10_04_16_09886
  ▪ SOM: http://www.rowan.edu/som/education/admissions/openHouse.html
  ▪ SOM Virtual: http://www.youvisit.com/tour/rowan/80485
  ▪ CMSRU Virtual: http://www.youvisit.com/tour/rowan/80486?tourid=tour1	

DURING YOUR NEW EMPLOYEE'S FIRST MONTH

Ensure new employee understands the relationship between the employee's job, the department, and the organization.	
Set up one-on-one meetings with team members and other pertinent staff members.	
Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities.	

Schedule new employee for any applicable learning opportunities
  ▪ Trainings available from HR Training & Development: https://sites.rowan.edu/hr/training/
  ▪ Applicable events on campus	

Review Performance Management process and set goals using the correct form.
  ▪ 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://sites.rowan.edu/hr/ePar/
  ▪ Managerial Performance Review: https://sites.rowan.edu/hr/training/manager_toolkit.html
  ▪ SOM Performance Appraisal: http://www.rowan.edu/som/hr/performance.html	

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 http://www.rowan.edu/hr/	Human Resources **SOM Campus** 856-566-6159 http://www.rowan.edu/som/hr/index.html
Payroll 856-256-4166 http://www.rowan.edu/adminfinance/controller/payroll/	
Information Resources and Technology Technology Support Center 856-256-4400 support@rowan.edu Submit a ticket in the Rowan Support Portal Resources for New Employees	