

ST. JOHN FISHER COLLEGE ORIENTATION PROCESS CHECKLIST FOR SUPERVISORS



Employee Name: _____

Start Date: _____

Title: _____

Supervisor Checklist:

Pre-First Day

- Designated Work Space / Clean work area
- New Furniture (Anne Bezon x8049)
- Contact OIT (8016) for a first day appointment
_____ Email Review
_____ Computer Set-up
- Computer / Laptop (OIT)
- Banner Access (OIT)
- Phone (OIT)
- Cell Phone (OIT)
- Supplies (Pens, Pencils, etc.)
- Business Cards (Central Services)
Date Ordered: _____
- Name Plate Ordered (Anne Bezon X8049)
Date Ordered: _____
- Keys (Facilities) Work order to be completed
Date Completed: _____
- Work Clothing Ordered
Date Ordered: _____
- Purchasing Card (Business Office)
Date Requested: _____
- Schedule an appointment to meet with HR
HR Appointment: _____

First Day:

- Tour of Department
__supply cabinets, copier, fax, files, break area, restrooms, etc.
- Email Review / Log on to PC (OIT)
- OIT Appointment (Review Computer Set-up)
- Meet with HR to review benefits
- Voicemail Set-up
- Banner Training by the Department
- Order additional supplies (Staples Book)
- Employee ID/ Parking Sticker (Security Office)
- Welcome Lunch
- Campus Tour (Admissions)
- Review of Employee Handbook / Dept. Procedures
- Dress Code Review
- Title Addressing
- Review Proper Business Practices
__Calling In __Paid Absence
- Review how to complete a timesheet
- Review Orientation Material (HR Website)
- Review Work Schedule

