



# Supervisor New Employee Worksheet

In order to provide a welcoming experience for your new employee, please review the following information. This worksheet provides you with the tasks that should be completed on the first day, within the first week, and the first 30 days.

## First Day Check-in

Below are some items to review with your new employee to give them a good first-day experience.

- Pick up your new employee at Employment Services after they've completed final paperwork – around 9:00 a.m.
- Take the new employee to Campus Center to pick up their ID card
- Remind the new employee to complete their direct deposit, W-4 paperwork, & parking pass
- Give the new employee a tour of campus
- Give the new employee a tour of their work area, including their desk, restrooms, vending machines, break areas, etc.
- Introduce the new employee to their co-workers and job roles
- Explain where and how to use office equipment, such as the printer and any specialty resources
- Go over daily, weekly, and annual work schedule, especially if the employee is below 1.00 FTE
- Go over expectations for leave requests and completing their time sheet/leave report
- Review dress code
- Make sure your new employee has been able to access their Macalester account
- Review ITS New Employee Checklist

## First Week Check-in

The first day of a new position can be overwhelming for the new employee. During their first week it is a good idea to review the following information with them:

- Introduce new employee to other interacting department members
- Review job expectations and job description
- Review departmental policies and practices
- Review Safety procedures for their work area
- Review College organizational chart



## 30 Day Check-in

It is important to have consistent check-ins with your new hire. After 30 days in their new role, it's a good idea to meet with them on the follow items.

- Check in and discuss 30-day feedback (see below)
- Go over performance review form and start setting goals
- Review upcoming to set them up for success, particularly over the first 4-6 months
- Encourage the new employee to get involved with the community – January Thaw, Spring Bloom, Soup Chats, WHAM programming, etc.

## 30-Day Feedback Guide

This is a guide for supervisors to use to engage their new hires in conversation about their experience at Macalester College. Supervisors should schedule a meeting with their new hire at the 30-day mark of employment to discuss and provide any helpful feedback to new hires. The list of questions below is a guide to help engage your new employee in conversation. Feel free to utilize any or all questions that you feel are relevant to your individual situation.

- How is your job going so far?
- How does the job compare to what we discussed during the interview process?
- Is the job what you expected when you were hired?
- Have there been any surprises with the job/duties? If yes, what have been the surprises you have encountered?
- Has the training you received been helpful? Obtain specific details.
- What is working well in your new role?
- Do you have all the tools you need to be successful? If no, what is needed?
- Is there anything you need but don't have access to?
- Tell me about the progress you've made since joining our department.
- Are there any individuals who have been helpful to you?
- As your Supervisor, do you have any suggestions or questions for me?
- Is there anything as your supervisor that I can do to help you?
- Is there anything you would like to discuss that I have not mentioned?