

 **Campus-Based Staff Supervisor Checklist**
 **2023-2024**

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| **New Employee Name:** |  |
| **New Employee Start Date:** |  |
| **New Employee Position:** |  |
| **Supervisor Name:** |  |
| **Department:** |  |

**Pre-Start Day**
The CISCT Talent Acquisition Coordinator will coordinate New Employee Orientation information with you and your new team member.

* As the direct supervisor, call or email your new team member to share any pertinent information they will require on their first day (what time to arrive, where to go, who to ask for, any scheduled plans for the day, dress code, etc.), reiterate that the team is looking forward to welcoming them, and answer any questions they have.

**Agency Orientation**

* Day 1 and Day 2 – CISCT New Employee Orientation (NEO)
* The supervisor typically has lunch with the new employee on the 2nd day of NEO

**Department-Specific Onboarding Schedule**

* Build an onboarding schedule for your new team member before their first day at CIS
* Schedule introductory meetings between your new team member and other CIS employees, particularly those who they will frequently interact with
* Schedule a Central office “tour” for your new team member and the Central Office Manager

**Role-Specific Onboarding**

* + Clean and stock the employee’s workstation
	+ Ensure your team member has an office key and alarm code (and building key card if the position requires building access after-hours)
	+ Share how-to for badge (required) and business cards (optional)
	+ Review Central core hours, expectations for working hours and schedule
	+ Check to make sure the employee’s CIS email signature is set up correctly and is assigned to the correct email distribution lists
* Review the HR New Employee Checklist together and create calendar reminders for due dates
* Review the Job Description together
* Explain how supervision works at CISCT and schedule weekly supervision meetings
* Make sure the employee has access to the correct TEAMs channels and ShareFile folders
* Share information about how you and your team use TEAMs and ShareFile for finding and sharing documents, and for collaborating
* Review important folders in Members Only Sharefile
* Review goal setting and share agency goals, department goals, and role-specific goals
* Explain top priorities and areas of focus in the first 90 days
* Discuss the 90-Day QP, schedule and send a calendar invite
* Discuss organizational Values & Competencies and how these are incorporated into performance management
* Assign the new employee to watch the four Values & Competencies Intro Session recordings available on Members Only <https://ciscentraltexas.org/members/values/>
* Set aside time to review and reinforce timesheet, mileage, and other finance procedures (DIVVY & Amazon) following training
* Discuss agency-wide events like All-Staff and In the Know
* Assign Auzmor trainings and LinkedIn Learning courses based on roles and responsibilities
* Confirm new employee’s registration for the next *Communication Crash Course* event in Auzmor
* Confirm new employee’s registration for the *CIS Race Equity Institute*

**During the First 90 Days**

* Start each supervision with check-in questions that give you a sense for how the employee is doing overall. Some questions to incorporate into each meeting:
	+ How are you feeling in your new role?
	+ What do you find most challenging?
	+ How can I support you better?
* Review the agency competency of Relationships
* Review the agency competency of Impact
* Review the agency competency of Equity
* Review the agency competency of Learning
* Review the agency competency of Sustainable Excellence
* Celebrate successes each week during supervision
* Review StrengthsFinder “top themes” report with your team member
* Complete the 90-Day QP and submit to Human Resources
* Submit this completed form to Human Resources

**Verification of Completion:**

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**Employee Signature**  **Date** **Supervisor’s Signature**   **Date**