

Supervisor's Checklist

Phase I: Pre- Arrival

- Send New Employee Announcement Email to the department (check template [here](#))
- Start building contact with new employee through contacting him informally.
- Book own calendar for a meeting with the new employee on his/ her first day.
- Ask colleagues to book their calendars for New Employee meetings.
- Coordinate with the Department of Human Resources to assign a buddy and inform him/ her of his role and responsibilities (check the Buddy Program document on the New Employee page for more details).
- Prepare new employee's workspace and prepare supplies needed by new employee.
- Order any needed equipment (hardware: computer, scanner, printer, phone etc.).
- Coordinate with IT regarding setup of any equipment.
- Prepare locker, costume and business cards, keys and/or access cards (where applicable).
- Create a first week schedule for the new employee.

Phase II: 1st Day

- Introduce employee to the organizational structure of the department in addition to the department's mission and vision.
- Review the job description, overall role, and expected contribution to the goals of the department
- Explain specific departmental policies and procedures.
- Introduce employee to his buddy.
- Give employee keys and/or access cards

Phase III: 1st Week

- Explain the performance management system at AUBMC
- Activate the Performance Plan and set the corresponding standards and goals.
- Introduce the employee to training and professional development activities available at AUBMC.
- Introduce the employee to the career ladder relevant to his/ her position.
- Debrief with employee after his/ her meetings.
- Give initial assignment.
- Ensure employee meets with department members to get a briefing on their roles and duties.
- Schedule a meeting with the employee to address any concerns and receive his/ her feedback.

Phase IV: 1st Month

- Discuss with the new employee his/ her feedback about onboarding so far.
- Share with the employee your preliminary feedback about his/ her performance and give the necessary recommendations.
- Follow up with the new employee's buddy to receive feedback and address any issues.
- Ensure the new employee fills out the one month Onboarding Evaluation.

Phase V: After 3 months

- Conduct probationary review with new employee.
- Update the employee's performance plan (standards, goals, competencies) and development goals.
- Ensure employee fills out the three months Onboarding Evaluation
- Ensure employee has attended the New Employee Orientation as well as the other mandatory sessions.

Phase VI: After one year

- Conduct a yearly Performance Appraisal.

- Celebrate the new employee's achievements.
- Ensure employee fills out the one year On Boarding Evaluation.