

**OLD DOMINION UNIVERSITY  
DEPARTMENT CHECKLIST FOR SUPERVISORS OF  
NEW ADMINISTRATIVE & PROFESSIONAL FACULTY**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID NUMBER \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

HIRE DATE \_\_\_\_\_

NEW EMPLOYEE ORIENTATION DATE: \_\_\_\_\_

**SUP**expectations and climate of their new job. It also accomplishes requirements that supervisors have to inform employees about key policies. Research reveals that when onboarding is done well, outcomes include higher job satisfaction, commitment to the agency, lower turnover, higher performance levels, career effectiveness and lower stress!

This checklist includes all required and recommended topics for supervisors of administrative and professional faculty. Supervisors should discuss each item on the checklist with the new employee and check the space beside the topic as discussed. Employee and supervisor should provide electronic signature indicating that the topics were covered. Supervisor should re( t)(r)3(e)3.n8v.r( t)3(S)-4poy

## **WORK ENVIRONMENT**

\_\_\_\_\_ **Coworkers and Supervisors-** Introduce and explain the work relationship with the new employee.

\_\_\_\_\_ **Department/Building –**

\_\_\_\_\_ **Changes to Schedule** – Discuss who can approve any changes to the work schedule.

\_\_\_\_\_ **Alternative Work Schedule** (not normal work hours of 8:00 am – 5:00 pm) – **Please indicate Y (yes) or N (no) if employee is working an alternative work schedule.**

## **WORK POLICIES**

\_\_\_\_\_ **Request Days Off** - Explain how to request time off (verbally or in writing) and if applicable, when non-emergency leave is not permitted (i.e., peak times).

\_\_\_\_\_ **Calling in Sick** – Explain who to contact, the phone number and when to call.

\_\_\_\_\_ **Authorized Closing** - Explain university and office policies and the department communication plan. Inform the employee if he/she is designated essential personnel and explain the procedures required. The only sources of official closing/opening announcements are: The University web page [www.odu.edu](http://www.odu.edu), campus operator, 683-3000, major radio stations, and television networks ABC, CBS, NBC & PBS.

\_\_\_\_\_ **Web Time Entry Quick Reference** – Obtain the web time entry quick reference sheet from the Office of Finance web page and give to new employee (s) to u (s)-5T(-)T Td(ee )-10 (()-1 (s)-5 (

\_\_\_\_\_ **Smoking** - Smoking is not allowed in any university facility. Smoking is only permitted 20 feet away from any university building entrance. Show employee the designated smoking area for your building.

\_\_\_\_\_ **Telephone** - Explain how the telephone should be answered, which phones may be used for local personal calls and any restrictions on the use of cell phones during work. Personal long-distance phone calls are prohibited.

\_\_\_\_\_ **Service Expectations** – Review University Code of Ethics, Service Standards and departmental expectations regarding customer service and teamwork.

\_\_\_\_\_ **COOP/Emergency Operations Plan** – Review your department’s COOP/Emergency Operations Plan and the employee’s responsibilities as they relate to the plan.

**COMMENTS:** (Indicate other items of particular importance discussed with the employee.)