

SUPERVISOR QUICKLIST

This checklist was developed to assist supervisors after an offer has been accepted and to ensure that all Graziadio employees have a consistent onboarding experience. Please familiarize yourself with the information provided at:

HR Supervisor Resources: <http://community.pepperdine.edu/hr/supervisor/>
Graziadio Employee Onboarding: <http://community.pepperdine.edu/graziadio/geo/>



EMPLOYEE INFORMATION

Name:	Start Date:
Office / Work Space #:	Phone #:

PRE-ARRIVAL

<input type="checkbox"/> Prepare employees' work space	<input type="radio"/> Paint walls, if needed <input type="radio"/> Organize and clean work space (including phone and computer keyboard) <input type="radio"/> Request/order furniture	<input type="radio"/> Purchase basic office supplies <input type="radio"/> Consider purchasing a plant or flower to welcome employee to his/her new work space
<input type="checkbox"/> Complete administrative tasks and paperwork	<input type="radio"/> Complete new hire paperwork/I-9 Obtain any necessary keys/key cards for employee (e.g., parking garage, building, office) <input type="radio"/> Request or identify mailbox location <input type="radio"/> Provide academic catalog, department manuals/handouts <input type="radio"/> Order business cards, if appropriate <input type="radio"/> Assign "buddy" employee to answer general questions <input type="radio"/> E-mail/mail PeopleSoft access form <input type="radio"/> Request finance, credit card, Office Depot Access, if applicable	<input type="radio"/> Request/configure hardware & software <input type="radio"/> Set up phone (e.g., voice-mail, telephone authorization) <input type="radio"/> Request proper PeopleSoft access for employee <input type="radio"/> Preschedule technology trainings (e.g., Outlook, Cisco, PeopleSoft, etc.) <input type="radio"/> Add employee's information to Graziadio organizational chart, staff directory, and Outlook distribution list <input type="radio"/> Preschedule to meet with Dean & key executives <input type="radio"/> Prepare new employee announcement <input type="radio"/> Schedule one day New Employee Orientation in Malibu and inform employee of required attendance

ARRIVAL

<p>"People may not remember exactly what you said or what you did, but they will always remember how you made them feel."</p>	<input type="radio"/> Escort employee to office/work space <input type="radio"/> Provide office keys/key card <input type="radio"/> Introduce "buddy" employee to answer general questions when supervisor is not available	<input type="radio"/> Give Graziadio "welcome" items (Note: The GEO Task Group will provide these gift items for new employees.) <input type="radio"/> Send photo announcement to introduce new employee to the Graziadio staff and faculty community (See "Staff Announcement Guidelines" at http://community.pepperdine.edu/graziadio/geo/managers/staffannouncement/ .)
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Introduction and Tour

Introduce employee in-person

Share role/functions of new employee with each co-worker

Explain role/functions of each co-worker as you introduce them to the new employee

Tour of facility, including:

Printers

Fax machines

Copy centers

Mailrooms

Office supplies

Kitchen & break rooms

Medical supplies

Emergency exits

Vending machines

Campus layout

Parking

Surrounding community

Administrative Procedures

Review general department procedures

Computer login/set-up

Incoming/outgoing mail

Photocopiers and copy code

Shipping (e.g., FedEx, DHL, and UPS)

Reimbursement/expense reporting

Office supplies

Picture staff ID cards

Review technology

Microsoft Office (e.g., Outlook)

Wavenet/PeopleSoft

Telephones (i.e., Cisco)

Drives: Personal and shared

Department specific software

University Policies

Review key policies and expectations regarding ethics and conduct

Kronos (e.g., policy, time reporting, pay periods, etc.)

Overtime

Vacation and sick leave

FMLA / leaves of absence

Holidays

Security/safety

University Policy Manual

University Code of Ethics

Dress Code

Anti-harassment

Emergency procedures

Emergency response listings in Wavenet

Visitors

Performance reviews

Travel/advances/reimbursement

Driver status form

Confidentiality

Grievance Policy

Progressive Disciplinary Options

Share Pepperdine/ Graziadio School information

Pepperdine

History

Mission Statement

Christian Tradition/Church of Christ Affiliation

Senior Administration

5 Schools of Pepperdine

Graziadio School

Benefactor: George Graziadio

History

Mission Statement

Campus Locations

Executive Leadership

Organizational Chart

Faculty

Academic Programs

Position Information

- Inform new employee of required one-day New Employee Orientation attendance at Malibu
- Review job schedule and hours
- Review job description, performance expectations, assessment, and success measures
- Review job assignments and training plan
- Establish guidelines, policies, and procedures for work life in your area (e.g., expectations for vacation, sick time, attire, and workplace)
- Review department's annual goals and school-wide initiatives
- Inform of weekly meetings/travel requirements
- Schedule Finance training (e.g., T&E, purchasing card, reallocation, reconciliation) if applicable
- Inform employee of cellphone usage and University's telephone allowance if applicable
- Consider a physical space consultation