HIRING SUPERVISOR’S ORIENTATION CHECKLIST

PRIOR TO THE EMPLOYEE’S ARRIVAL

- Send out Offer Letter
- Establish workstation
- Arrange for phone line
- Schedule meeting with EA-HR Representative
- Send completed Parking Request Form to Parking Coordinator (UCLA Wilshire Center, Suite 900)
- Complete New Account Request Form (NARF) to set-up:
  - E-mail account
  - E-mail Public Groups
  - Network Groups
  - Network/Intranet Applications
  - Mainframe Programs
  - Computer Equipment
- Add to appropriate distribution lists and regularly scheduled meetings
- Add to Departmental Organizational Chart
- Designate “Buddy” (optional)
- Prepare new hire announcement (refer to Guidelines)

UPON EMPLOYEE’S ARRIVAL

- Welcome
- Departmental orientation
- Distribute organizational chart for division
  - Discuss reporting relationships and lines of authority
  - Discuss organizational structure and interrelationships
  - Refer to other organizational charts
- Distribute/job description and performance evaluation
  - Discuss job responsibilities and supervisor’s expectations
  - Review performance evaluation – KRAs and Performance Objectives
- Facility/Department tour
- Staff introductions
- List of key contact people
  - HelpDesk/Technology Training Center (TTC)
  - Contacts in other departments
- Introduce designated “Buddy” (optional)
- Review office protocol/procedures:
  - Files, mail, fax machine, copiers, e-mail, supplies
  - Security protocol for floor – (Building access, visitors, etc.)
  - Safety Program and Emergency Response
- Distribute keys/assign omni lock codes (as appropriate)
- Order business cards (as appropriate)
- Arrange campus tour / series of tours
- Indicate location of EA offices on campus
- Schedule Telecom voicemail training with Communications Technology Services (CTS) x54545
- Encourage attendance at Vice Chancellor’s New Employee Welcome Meeting

Supervisor’s Name (Please Print) ___________________________ Supervisor’s Signature ___________________________ Date ____________

Employee’s Name (Please Print) ___________________________ Employee’s Signature ___________________________ Date ____________

* Please return completed checklist to Andrea Rosales – Training & Development (UCLA Wilshire Center–Suite 1100 Mail Code: 160348)