



## SUPERVISOR CHECKLIST FOR NEW EMPLOYEES

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### PRE-PLANNING:

- Verify starting date/time/location – send confirmation email
- Notify VPSA Office of new employee hire via Change of Employee Status Form sent to kemedair@calpoly.edu
- Submit any necessary service tickets for access to various systems and shared folders Connect with department phone coordinator for access to a phone
- Obtain username/email address from HR
- Prepare 30- to 90-day onboarding plan for inclusion in the Welcome Folder, as appropriate
- Schedule all appropriate meet & greets/important meetings
- Prepare workstation with all necessary equipment/supplies/welcome bag
- Fill out key card, if needed
- Finalize onboarding folder

### UPON ARRIVAL:

- Welcome to the team, provide welcome bag
- Review position description with new employee
- Office tour (arrange a campus tour and review campus map if new to Cal Poly), pointing out restrooms, breakrooms, suggested areas to eat, etc.
- Introduction to colleagues (physical walk through and/or via email, as appropriate)
- Review available parking areas/policies
- Verify workstation setup
- Call ITS to obtain a temporary Cal Poly password
- Ensure Cal Poly ID is issued
- Ensure employee is signed up for University's monthly orientation program
- Take employee to lunch (optional)
- Issue cell phone & review use policy, if needed
- Order business cards & name tag, if needed
- Issue keys, if needed
- Fill out 1) authorization to use privately owned vehicles on state business form & 2) request to operate vehicles on university business forms (state employees only)

### TRAINING:

- Review onboarding folder
- Review Student Affairs Strategic Plan:  
<https://studentaffairs.calpoly.edu/strategic-planning/division-wide-goals>
- Review portal resources – staff & faculty training tab:
  - CSU Red Folder
  - Lynda.com
  - Skillsoft
- Review work standards:
  - Hours of operation, reporting absences, break/lunch hours, dress code, office needs protocol

### ON-GOING:

- Review 30- to 90-day onboarding plan
- Explain long-term goals
- Plan check-in meetings



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Student Affairs