Supervisor's Checklist for New Employees

Employee: _____   Department_____ Appointment Date: _____

A. Before Employee Starts Work:

1. For all employees:

   ❑ Confirm the employee's appointment date and where and when to report on the first day. Inform the Library Human Resources Office (LHRO). Please allow at least five working days to ensure adequate time for processing.
   ❑ Establish work schedule with employee, and inform LHRO.
   ❑ Inform employee of appropriate apparel for the first day. This will vary depending on the department.
   ❑ Inform the employee of his/her new office phone number.
   ❑ Plan how you will welcome the new employee. For example, assign a co-worker to assist in finding the way around and answering questions, or make arrangements for someone to accompany the employee to lunch on the first day if the new employee so desires.
   ❑ Prepare the employee's work area: basic desk supplies and computer needs

2. Additionally, if employee is new to campus:

   ❑ Instruct the employee to bring social security numbers and birth dates of family members for insurance purposes.
   ❑ Verify that she or he received the parking permit letter, and address any questions or difficulties about parking

B. On the First Day:

❑ Provide an overview of the first day's activities.
❑ Ensure that the employee has a safe place for personal belongings.
❑ Tell the new employee how you, as supervisor, wish to be addressed.
❑ Discuss hours of work, the employee's lunch and break time schedule, and the Library Meals and Breaks Policy https://libraries.uark.edu/Webdocs/humanresources/MealsAndBreaksPolicy.pdf.
❑ Take employee to LHRO for completion of all personnel forms, and ensure that the employee has submitted his signed letter of offer to LHRO.
❑ Show the employee locations of restrooms, dining facilities, break areas, refrigerator, first aid, supplies, emergency exits, evacuation assembly points, and employee entrances.
❑ Tell the employee how and to whom to report absences, tardiness, illnesses, and emergencies. Review attendance policies pertinent to your department. Review vacation and sick leave accrual. Review the forms to document time (leave report, monthly and/or weekly time sheets, approval for extra time, etc.)
❑ Review library policies on food and drink, headphones, and the use of scented products.
❑ Provide the employee with your department's campus mail address, local address, and phone number.
❑ Take the employee on a departmental tour. Make introductions to other employees.
❑ If the employee is new to the campus, have the employee see the computer lab technician to activate his/her email account and to request an Exchange account. (An email account will be automatically established when the payroll transaction is approved.)
❑ Complete "Network Access Authorization" form, and submit it to LHRO.
   ▪ Apply for Active Directory access.
   ▪ Apply for Sierra login/password (if applicable).
   ▪ Apply for OCLC authorization (if applicable).
   ▪ Apply for BASIS login/password (if applicable). Request BASIS login through WebBASIS, and contact LHRO when account is created.
   ▪ Apply for UA Connect access (if applicable).
❑ Will the employee need business cards? Contact the administrative assistant in the Dean's Office.
❑ Will the employee need keys to an office or building? Contact facilities coordinator to determine which keys the employee will need. The employee will take the completed Key Authorization card, along with his/her University ID, to the Facilities Department Key Office customer entrance located on Mitchell Street.
❑ Request security code for motion detection security system (if applicable). Contact facilities coordinator.
❑ Will the employee need a procurement card or travel card or access to the Concur Booking tool (flights)? Contact the library budget officer.
❑ Will the employee need access to the card processing system? Contact LHRO.

❏ Provide employee with the URL for the library's StaffWeb (https://libraries.uark.edu/staffweb/). Point out information about the Libraries' policies, organization, hours, current phone list, calendar, library committees, the University's holiday calendar, and the department's own Web site.
❏ Review questions and concerns of employee.

C. **During the First Week:**

❏ Allow time for employee to organize work area, read orientation materials, etc.
❏ Give the employee a copy of his or her job description and review your performance expectations. Discuss the performance evaluation system you will use to rate performance, and discuss the evaluation schedule. For classified staff, prepare and sign off on evaluation standards using PeopleAdmin. (https://jobs.uark.edu/hr).
❏ Explain the function and mission of your department and why the employee's job is important.
❏ Explain departmental statistics forms, if applicable.
❏ Tell the employee to report on-the-job injuries to you immediately, so that appropriate Workers' Compensation processes can be initiated through LHRO and the Company Nurse Injury Hotline.
❏ Train the employee in U of A telephone procedures (including voice and electronic mail), and make sure he or she knows where to locate campus and local phone directories.
❏ Review the policy on progressive discipline for violation of rules.
❏ Provide the employee with the URL for the Staff Handbook (http://hr.uark.edu/currentemployees/153.aspx).
❏ Review patron confidentiality policies.
❏ Review library evacuation procedures, including location of posted escape routes.
❏ Review inclement weather policy (https://libraries.uark.edu/webdocs/publicservices/inclementweather.pdf).
❏ Explain the departmental policies on taking classes. Provide the employee with information about training opportunities (employee development classes, computer skills training, and safety training) and the schedule for any training you may have already arranged for the employee. If you need more information, contact LHRO.
❏ Identify, where appropriate, subject-matter experts in key areas useful to the employee. Provide URL for subject specialists (https://libraries.uark.edu/info/specialists.asp).
❏ Explain departmental procedures for ordering supplies, request a RazorBuy account, and request training. Contact the library budget officer.
❏ Provide employee with access code for staff lounge area (and other areas as appropriate).
❏ If applicable, explain schedule of regular meetings employee will be expected to attend.
❏ Get employee added to departmental discussion lists and routing list. If applicable, also add him/her to the departmental telephone tree.
❏ Review questions and concerns of employee at the end of *each day*. (And consider passing on concerns and/or suggestions to the LHRO for inclusion in the orientation process).

D. **Week Two and Later:**

❏ Provide employee with a tour of the library and branches. Provide the Web site for the library floor plans (https://libraries.uark.edu/info/maps.asp).
❏ Follow the life of a book (getting it to the shelves and getting it to the patron).
❏ Explain Circulation and Interlibrary Loan policies for employees.
❏ If applicable, schedule a discussion of employee's work station with the Assistant Dean for Human Resources and Organizational Development to make sure the work station arrangement is appropriate for the individual.
❏ Inform employee about and/or introduce employee to library, university, and community contacts.
❏ Explain availability of in-house laptop computers.
❏ Discuss purpose and composition of the Staff Concerns Council.
❏ Explain availability of library meeting rooms (Room 487, 472B, 102, 104, 107, 225, 302B, 372B, and the Weare Conference Room) and procedures for reserving them.
❏ Provide the travel policies and procedures Web site (https://uark.libguides.com/AdministrativeServices/BusinessServices).
❏ Assess employee's basic computing skills and evaluate the need for further training.
❏ Review the policy Protection of Minors on Campus (Fayetteville Policies and Procedures 217.1) at https://vcfa.uark.edu/policies/fayetteville/vcac/2171.php.
❏ Review the University's sexual harassment policy (Fayetteville Policies and Procedures 418.0) at https://vcfa.uark.edu/policies/fayetteville/oeoc/4181.php.
❏ Have the employee complete the Title IX on-line training.
❏ Have the employee log in to the Environmental Health and Safety Web site at http://ehs.uark.edu/ and complete the Hazard Communication safety training. Email LHRO after training is complete.
❏ If employee will be a supervisor, contact LHRO for additional training.

Additional Procedures for New Non-Classified Staff

Employee: _____   Department_____ Appointment Date: _____

- ❑ Within the first thirty days, employee and supervisor develop annual statement of assigned duties and goals for the current calendar year (https://libraries.uark.edu/webdocs/humanresources/NonClassifiedStaffStatementofDuties.doc). Submit original signatures to LHRO for processing.
- ❑ Review procedures and schedule for annual review. You may access the Non-Classified, Non-Faculty Evaluation at https://libraries.uark.edu/webdocs/humanresources/NonClassifiedStaffEvaluation.doc .

Additional Procedures for New Faculty

Employee: _____   Department_____ Appointment Date: _____

- ❑ Within the first thirty days, employee and supervisor develop annual statement of assigned duties and goals for the three areas of performance, scholarship, and service. Submit original signatures to LHRO for processing.
- ❑ Review procedures and schedule for annual review.
- ❑ Provide URL for current Faculty Handbook (https://provost.uark.edu/faculty-handbook/index.php)
- ❑ Provide URL for Library Faculty Manual (https://libraries.uark.edu/webdocs/humanresources/Library%20Faculty%20Manual.pdf)
- ❑ Review Faculty Mentoring Program (https://libraries.uark.edu/Webdocs/humanresources/MentoringProgram.pdf)
- ❑ Have the employee meet with the Assistant Dean for Human Resources and Organizational Development and his/her mentor to discuss:
  - ▪ Library Faculty Manual
  - ▪ Faculty Handbook
  - ▪ Schedule of personnel events.
  - ▪ Schedule for Library Faculty Governance and Personnel Matters
  - ▪ Tenure and promotion process
- ❑ Have the employee meet with Faculty Concerns Committee (FCC) to discuss:
  - ▪ FCC charge and composition
  - ▪ Schedule of faculty meetings
  - ▪ Library calendar
  - ▪ Personnel document and general expectations for scholarship and service
    - ° Personnel Document: https://libraries.uark.edu/webdocs/humanresources/facpersonneldoc.pdf
    - ° Addendum 1: https://libraries.uark.edu/webdocs/humanresources/ThirdYearReview.pdf
    - ° Addendum 2: https://libraries.uark.edu/webdocs/humanresources/ExternalReviewers.pdf
  - ▪ Various library faculty committees
  - ▪ American Association of University Professors (AAUP) http://www.aaup.org/
- ❑ Have employee attend campus New Faculty Orientation. This program is sponsored by the Teaching and Faculty Support Center (http://tfsc.uark.edu/).
- ❑ Provide information about resources for research, such as:
  - ▪ Research and Sponsored Programs (https://research.uark.edu/units/rssp/).
  - ▪ Research Data Services (https://its.uark.edu/services/research/research-computing/rds.php).
- ❑ Discuss policy for Off-Campus Duty Assignments (https://provost.uark.edu/policies/143540.php).
- ❑ Have employee contact library Committee on Committees representative about service on campus committees.
- ❑ Provide new faculty member with information about membership and service in the Arkansas Library Association (https://arlib.org/) and ARKLink (http://arklinklibraries.org/).

I have reviewed the above items with this employee.

_____   _____
Supervisor signature   Date

_____   _____
Employee signature   Date

__To be returned to the LHRO by the end of the fifth week of employment.__
__LHRO personnel will also follow up with the employee to clarify any personnel-related questions.__