#### Onboarding Checklist: Supervisor’s List

[  ] Welcome New Employee

[  ] Introduction to work group  
[  ] Tour department and important areas of the office:

\_\_\_\_ Restrooms

\_\_\_\_ Coffee area

\_\_\_\_ Water fountains

\_\_\_\_ Cafeteria

\_\_\_\_ Break rooms

\_\_\_\_ Supply room

\_\_\_\_ Coat area

\_\_\_\_ First aid kit

[  ] Introduction to the Organization (may be handled on a separate day)

[  ] History  
[  ] Product(s)/Service(s)   
[  ] Resources for Company Information  
[  ] Tour of Company

[  ] Introduction to the Department

[  ] Purpose  
[  ] Relation to other departments  
[  ] Organization of department  
[  ] Procedures for leave, overtime, etc.

[  ] Introduction to the Job

[  ] Work space  
[  ] Work hours, breaks, mealtimes and other rules  
[  ] Equipment  
[  ] Telephone number  
[  ] Copier  
[  ] Fax machine  
[  ] Tools  
[  ] Job Description  
[  ] Duties, Responsibilities, Purpose  
[  ] Handling Confidential Information   
[  ] Performance Expectations/Goals  
[  ] Promotions/Transfers  
[  ] Safety/Emergency Procedures  
[  ] Emergency Exits  
[  ] Injury Prevention  
[  ] Reporting Injuries

[ ] Introduction to Coach, Mentor or Buddy. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[  ] Training

[  ] Computer System  
[  ] Log in information  
[  ] E-mail  
[  ] Software   
[  ] Telephone System  
[  ] Voice Mail  
[  ] Long-Distance Calls  
[  ] Training Opportunities

[  ] General

[  ] Time sheet/Time card, if applicable  
[  ] Parking  
[  ] ID Card  
[  ] Credit Card(s)  
[  ] Bulletin Board and Newsletter  
[  ] Places to Dine  
[  ] Employment Paperwork

Other Items:

***I hereby acknowledge each of the aforementioned items has been discussed with me.***

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_