PRE-HIRE CHECKLIST FOR THE SUPERVISOR

***Instructions: Complete the form for each new employee before they report to their first day of work. No new Employee may begin employment prior to the completion of this form by the supervisor and submitted to the Employee Services Assistant.***

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| **New Employee Demographics** | | | |
| **Employee ID #** | Click or tap here to enter text. | **Position #** | Click or tap here to enter text. |
| **First Name** | Click or tap here to enter text. | **Department** | Click or tap here to enter text. |
| **Last Name** | Click or tap here to enter text. | **Division** | Click or tap here to enter text. |
| **Middle Initial** | Click or tap here to enter text. | **Location** | Click or tap here to enter text. |
| **Start Date** | Click or tap here to enter text. | **Direct Supervisor** | Click or tap here to enter text. |

**1) Contact your new employee directly to communicate:**

Start date Click or tap to enter a date.

provide your ESA this date as soon as possible

New hire paperwork complete, any questions they may have, support required to ensure submitted pre-hire ie. CRC, COVID-19 Vaccination record

Please be advised – Employees cannot start work prior to providing all new hire documents to the ESA.

Office location & hours Click or tap here to enter text.

Parking options

Contact information for the supervisor, manager, applicable admin staff

Security/access for relevant worksites (swipe card requirements)

Discuss any unique requirements i.e. ergonomics, cultural, religious etc.

Click or tap here to enter text.

Discuss dress code requirements, if any

Answer any questions they may have about their new role

Discuss RIS or relocation incentives if required

**2) Arrange for equipment and workspace setup, network access, related training**

Complete ITSS New Employee Request Form and submit to ITSS as soon as possible <http://iis.peigov/forms/pdf/New%20Employee%20Request%20Form.pdf>

Request VPN access if applicable

Internal : <http://iis.peigov/forms/pdf/Internal%20VPN%20Form3.pdf>

External : <http://iis.peigov/forms/pdf/External%20VPN%20Form3.pdf>

Arrange for computer, hardware, printer access

Assigned Computer Number Click or tap here to enter text.

Arrange for telephone/cell phone if applicable

Assigned Phone Number Click or tap here to enter text.

Submit requests for any workspace setup or accommodations (sit/stand desk, lighting, headset, prayer room etc.)

Ensure workspace and appropriate office supplies are available for their first day

Organize any office or cabinet keys that may be required

Request employee ID and/or swipe access card, if required

Schedule all required departmental/divisional training

Identify a team member to assist with orientation/mentoring

Schedule regular check-ins over the next few weeks

Create work schedule

**3) Communicate the arrival of your new employee**

Notify your immediate team of the new employee’s start date and duties

Notify pertinent departments/contacts within HPEI of your new employee’s start date, via email/newsletter

**Supervisor signature and date:**