

Supervisor's Checklist

Enter On Duty

General Information:

- Work area/office
- Office support
- Telephone procedures
- Parking
- Security procedures (keys, before/after hours, etc.)
- Work hours
- Personal calls/visitors
- Smoking policy
- Restroom facilities
- Cafeteria/break facilities
- Safeguarding personal belongings
- Employee organization
- Policy on leave, alternate work schedules
- Office policies
- Time and attendance procedures
- Travel credit card
- Purchase credit card
- Other

Information Technology

- User Name and password
- Voice mail
- Internet address and access
- Computer security
- E-mail

My Position

- Job description
- Performance standards
- Safety training
- Individual development plan
- Probationary periods (new employee and supervisory)

Miscellaneous

- Other

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____