



Supervisor Checklist for New Employees

New employees may have specific functions, departmental activities and or equipment needs to effectively perform their duties so this checklist is available to keep track of these functions. Additional spaces are available for you to use as needed.

Employee Name (print) _____ Department: _____

Supervisor Name (print) _____ Date : _____

		Contacts	Phone #	Date Completed
	ID Office – ID Card and card access	Ralph Dones	2665	
	Office and or Building Keys	Nancy Higgins	3308	
	Parking Tag	Nancy Sleight	3347	
	Computer Services – Email, LAN/Banner access and etc.	Barbara Eckert	3130	
	System access to SMRT/Webconnect/OSC	Julie Majak	3272	
	Procurement – VISA pro card	Yolanda Howell	3197	
	Procurement – Travel and or Net Card	Maureen Maxwell	3191	
	Procurement – Cell Phone	Maureen Maxwell	3191	
	Department Equipment (e.g., computer, laptop) and or items loaned	Supervisor	-	

Signature of Employee

Date

Signature of Supervisor

Date

Keep a copy of this in your department records.