



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 : _____

			Date Completed
	Contacts	Phone #	Date Completed
ID Office – ID Card and card access	Tim Dilger	3032	
Office and or Building Keys	Nancy Higgins	3308	
Parking Tag	Jennifer Sofia	3347	
Computer Services – Email, LAN/Banner access and etc.	Martha Teck	3130	
System access to SMRT/Webconnect/OSC	Julie Majak	3272	
Procurement – VISA pro card	Yolanda Howell	3197	
Travel and or Net Card	Maureen Maxwell	3191	
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.