On-the-Job Training Checklist
(Checklist for Supervisors)

Employee Name: ____________________________ Department: ____________________________
Supervisor: __________________________________________

First 2 weeks:
☐ Complete any required training
  ☐ New Employee Orientation
  ☐ “Preventing Harassment in the Workplace & On Campus” (On-Line)
  ☐ “Hazard Communications & Global Harmonization” (On-Line)
  ☐ __________________________________________
  ☐ __________________________________________
☐ Establish and clarify workplace expectations, get organized and set good habits
☐ Provide detailed Position Description and training on job duties and responsibilities
☐ Establish performance standards
☐ Review University’s policies regarding areas specific to the position
☐ Review procedures/protocols for sending and receiving email/mail
☐ Meet with supervisor to review accomplishments, training and areas of opportunity
☐ Register for next “Connections” Customer Service and Communications training

First month:
☐ Sign up for training necessary for specific job requirements
☐ Establish and clarify performance objectives and expectations
☐ Make sure to meet with supervisor weekly to discuss job performance and progress
☐ Watch the following Campus Public Safety On-line Training videos
  ☐ “Preventing Workplace Violence”
  ☐ “Shots Fired”
☐ Discuss staff meeting dates and participation in those meetings

First 3 months:
☐ Discuss employee’s career development and develop future career path
☐ Revisit performance standards, work rules, and procedures/expectations
☐ Review university’s policies which include:
  ☐ Discrimination and Harassment
  ☐ Consensual Relationships
  ☐ Acceptable use of Computing Services
  ☐ Drug free community and campus
  ☐ Unit specific policies
☐ Discuss performance with employee
  ☐ Review progress and clarify performance objectives and expectations
  ☐ Develop plan specifically addressing any areas in need of improvement

First 6 - 9 months:
☐ Provide monthly feedback to the employee regarding his/her job performance objectives and progress
☐ Prepare Trial Service Performance Evaluation and decision (include HR as needed)
☐ Discuss any training completed and training planned for the future
☐ Identify areas of continuing improvement and on-going growth

Rev. 1/29/2015