

On- the-Job Training Checklist

(Checklist for Supervisors)

Employee Name: _____ Department: _____

Supervisor: _____

First 2 weeks:

- ☐ Complete any required training
 - o New Employee Orientation
 - o [“Preventing Harassment in the Workplace & On Campus”](#)(On-Line)
 - o [“Hazard Communications & Global Harmonization”](#) (On-Line)
 - o _____
 - o _____
- ☐ 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
 - o [“Preventing Workplace Violence”](#)
 - o [“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:
 - o [Discrimination and Harassment](#)
 - o [Consensual Relationships](#)
 - o [Acceptable use of Computing Services](#)
 - o [Drug free community and campus](#)
 - o Unit specific policies
- ☐ Discuss performance with employee
 - o Review progress and clarify performance objectives and expectations
 - o 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