

# Departmental Checklist For New Employees & Transfers

Conducted by the Employee's Supervisor  
Revised 8/2021

Employee Name: \_\_\_\_\_ Working Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Appointment Type: \_\_\_\_\_ Hire/Transfer Date: \_\_\_\_\_

## Instructions

This checklist is provided as a guide to assist supervisors in acquainting the new employee/transfer with the department and Radford University. It is intended to serve as an outline of the minimum information that should be discussed with the employee during the first days following the date of employment or transfer. It is provided as a resource for supervisors and to ensure that the employee is briefed on important state and university policies/procedures in addition to any department-specific information as determined by the supervisor. The checklist is maintained under the "[Forms & Policies](#)" section on the Department of Human Resources [website](#).

1. The checklist should be completed for all newly hired salaried employees or employees that transferred from another department within Radford University or Virginia Agency.
2. The checklist should be completed with the new employee/transfer within the first week of employment.
3. The employee should be provided a copy of the completed checklist. The checklist must be signed by both the supervisor and the employee. **Return the signed original to Human Resources to be filed in the employee's Personnel Record.** A copy should also be maintained in the supervisor's records.
4. The checklist may be used in acquainting new hourly and/or part-time wage employee to the University.
5. Contact the Department of [Human Resources](#) for further information or assistance.

## Checklist

Read instructions before completing

### I - Work Environment

- Co-Workers and Supervisor, introduce and explain their work relationships.
- Students – Discuss the important of keeping relationships with students on a professional level.
- Department and Building – Explain purpose, activities and operations of the department. Tour the area noting normal employee entrance, exit, lounge, break room, coat rack, water fountain, restrooms, drink and snack machines, location of incoming and outgoing mail and campus mail systems. Provide key(s) and explain key responsibility
- Parking – Indicate parking facilities for work area
- Equipment – Explain use, location and how to obtain supplies; explain restrictions on equipment and usage for personal reasons.
- Telephone – Explain how the telephone should be answered and any restrictions on use of the telephone.
- Informal departmental activities – Include office functions gatherings, etc.
- Mandatory Training and Opportunities – review mandatory training requirements found [here](#) and optional trainings in [our catalog](#)
- Travel (if applicable) - Explain nature, frequency and how plans are made.

### II – Work Schedule

- Work Days / Hours of Work – Specify days, starting and quitting times and shift schedule. Explain any exceptions and reasons for them.
- Essential Personnel – Discuss if the position is considered essential along with work reporting requirements
- Overtime – Discuss exempt/non-exempt status under FLSA; authorization required for overtime and probability for scheduling.
- Meal periods and breaks – Discuss schedule, restrictions for non-exempt employees working through lunch and break periods. Breaks are allowed at the discretion of the department head.

### III – Work Procedures and Practices

- Paycheck – The employee will receive their paycheck via direct deposit. [View pay schedule online.](#)
- Leave – Discuss process for applying for leave of absence and online leave reporting.
- University Holidays – Explain office policy regarding staffing on holidays and compensatory leave. [View Alternative Holiday Schedule online.](#)
- Sick Leave – Identify who is to be notified; give the telephone number, time to call, frequency for notifying supervisor if illness is extended and circumstances when a physician's certificate of absence may be required.
- Personal Emergency Situations – Review when and whom to call when absence is necessary due to personal emergencies.
- Accidents and Injuries – Discuss accident reporting procedure and reporting on-the-job accidents for Workers' Compensation. Instruct whom to notify if medical attention is necessary.
- Radford University Alert Notification – Explain the process and how to register to receive notifications. (Consult [Emergency Management's website](#) for additional details). Determine how and where management can contact the employee during non-working hours.
- Safety Procedures and Equipment. (Instruct employees on department safety regulations and safety equipment.
- Emergency Procedures, Equipment and First Aid Supplies – Explain whom to notify and what to do in case of an emergency. Locate first aid supplies and emergency equipment, demonstrate if appropriate.

- Inclement Weather – Discuss departmental needs should the University close when students are living on campus. Refer to the [Inclement Weather Policy](#).
- Dress – Explain any dress requirements, i.e. uniforms or special apparel.
- Food and Beverages – Explain any restrictions regarding food and beverages in the work area.
- Clean Air – Explain the [University Smoking Policy](#)
- Talking and Noise Level – Explain any restrictions on talking with co-workers, playing music, etc.

**IV – Work Responsibilities and Assignments**

- Departmental Organization Chart – Explain by names, titles and responsibilities.
- New Job – Explain the purpose of the department to the University, where the job fits in the department and to whom to report for questions/clarification on future projects.
- Position Description (A/P Faculty & Classified Staff Only) – Review the employee’s position description and give the employee a copy of the position description.
- Performance Expectations – Discuss the employee’s performance plan, rating standards and approximate date when the performance plan will be ready for the employee to review.
- Performance Evaluation – Explain how and when the employee is to be evaluated.
- Work Assignments – Arrange for specific work assignments and for assistance in initial performances.
- Job Assistance – Designate person within the department to answer questions and to offer job assistance.
- Records – Locate any records or files necessary for the job. Explain which records are confidential and how confidential information is managed.
- Work Area – Present work and locate any materials necessary to the job. Demonstrate job and use of equipment where appropriate.
- Submit Administrative Systems Access – Submit form to IT. Required for employees responsible for data entry into Banner, approving online timesheets, leave, personnel system action forms, employees performance planning/evaluation, supervision, recruitment, and hiring approval for Classified and A/P Faculty.
- Radford University Criminal Background Check Policy – Remind the employee that as a condition of continued employment with Radford University, all employees must inform their supervisor or HR within five business days if they are convicted of a crime (not including traffic infractions). A CDL holder must report traffic infractions pursuant to licensing regulations.

<p><b>Comments:</b></p> <p>List of other items of particular importance and discussed with the employee</p>	
<p style="text-align: center;"><b>Notice</b></p> <p>Supervisors of <b>Classified Employees</b> must submit a properly completed Position Description and a performance Plan &amp; Evaluation form through PeopleAdmin SelectSuite within 30 days from date-of-hire.</p>	<p>Supervisors of <b>Administrative/Professional Faculty</b> must submit a completed Position Description for A/P Faculty through PeopleAdmin within 30 days from the date-of-hire. The Performance Evaluation process for A/P Faculty is governed by the A/P Faculty Handbook.</p>

**Supervisor:** I have covered the above checked items applicable to this employee.

Signature	Title	Date
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**Employee:** I agree that the above checked items have been covered by my supervisor and I have had an opportunity to discuss and ask questions for clarification.

Signature	Title	Date
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