



**Manager's On-Boarding Checklist**

Employee: \_\_\_\_\_ School/Division: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
Start Date: \_\_\_\_\_

**Action Items for Employee**

- |  |  |
|--|--|
| <input type="checkbox"/> Sign contract                 | <input type="checkbox"/> Benefits Enrollment     |
| <input type="checkbox"/> Complete New Hire Information | <input type="checkbox"/> TSU ID and Parking Pass |

**Topics To Be Covered By Manager**

- |   |   |
|---|---|
| <input type="checkbox"/> Terms of Employment (Probationary Period/<br>Salary) | <input type="checkbox"/> Function of Department/Division            |
| <input type="checkbox"/> Job Duties & Performance Expectations                | <input type="checkbox"/> Department/Organizational Chart            |
| <input type="checkbox"/> Performance Evaluations                              | <input type="checkbox"/> Departmental Safety Plan                   |
| <input type="checkbox"/> Work Schedules, breaks, overtime                     | <input type="checkbox"/> Equipment Use and Access                   |
| <input type="checkbox"/> Time, Leave Reporting                                | <input type="checkbox"/> Telephone & Email Use/Etiquette            |
| <input type="checkbox"/> Staff Development                                    | <input type="checkbox"/> Emergency Contact Information              |
| <input type="checkbox"/> Paydays  | <input type="checkbox"/> Inclement Weather Procedures/Policies      |
| <input type="checkbox"/> Types of Leave                                       | <input type="checkbox"/> Standards of Conduct, Dress Code, Uniforms |
| <input type="checkbox"/> Requesting Leave                                     | <input type="checkbox"/> Use of State Vehicles                      |

**Acknowledgement of Completion**

Your signature below serves as an acknowledgement that the items listed above were presented and discussed during your On-Boarding period. Please return this form to the Office of Human Resources to be placed in the employee personnel file.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_