

# SUPERVISOR PREPARATION WORKSHEET

To help you consider and plan for the many details of adding a new employee to your department, the worksheet below is designed to assist you with this endeavor. This is meant to be a guide and there may be additional department specific items that will need to be prepared prior to your new employee's arrival. For each item below use the section to the right for planning and making notes.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

## Supervisor Preparatory Items

<p><b>Send New Employee Email with First Day Details-</b> Sample Email on Page 2</p>	
<p><b>New Employee Announcement to Department-</b> Send a message to your department letting them know of the new hire, their role, and assign any orientation duties other staff members in the department will be charged with for the new hire</p>	
<p><b>Create First Day/Week Training/Meeting Schedule-</b> Who does your new hire need to meet with during their first day/week? Consider setting up times for them to meet individually with those in your department, other departments they will interact with frequently, committees they will serve on that have standing meetings, etc.</p>	
<p><b>Allocate/Block Time To Spend With New Hire-</b> Make sure to schedule time for you to meet with the new employee as their supervisor to discuss the New Hire checklist items.</p>	
<p><b>Add New Staff Member to Lists/Systems-</b> Make sure to update emailing lists and calendaring systems with the new hire's information. Additionally, make sure your new hire has access to all the required shared folders, programs, and tools needed for their role.</p>	
<p><b>Order Name Plate, Name Tag, &amp; Business Cards-</b> If your new employee requires these items make sure they are ordered and ready on their first day.</p>	
<p><b>Welcome Sign, Gift, Etc.-</b> To welcome your new staff member to the office, you may want to hang a welcome sign in their office, get their favorite candy bar, have flowers or a card from the team at their desk on their first day.</p>	
<p><b>Welcome Sign, Gift, Etc.-</b> What additional items are unique to your department that you need to consider preparing before your new hire arrives so they can get started on the right foot?</p>	

# SAMPLE NEW HIRE WELCOME EMAIL

[Month] XX, 20XX

Dear [staff member]:

Welcome to Grand Valley State University! We are excited that you have decided to join us as the [position title] in [department name]. Your new role will be extremely helpful in fulfilling the mission of our department at GVSU. I hope that this letter finds you equally excited about joining our team.

The information below is designed to serve as an introduction and to help you prepare for your first day of employment with us.

- Please report to the [office location], at [time] on [Day, Month XX, 20XX]. Upon arrival, ask for [staff member name], who will guide you through the first part of your day and answer any questions you may have. A campus map and directions may be found on the [Parking Services](#) website for your reference.
- You may park at [location]. A parking permit will be mailed to you from Public Safety. If it does not arrive prior to your first day please let me know. More information regarding parking can be viewed on the [Police Department website](#).
- Benefits information for new employees is located on the [Benefits and Wellness website](#). You will have an orientation with a Benefits representative during your first week or two of employment where you can ask detailed questions. If you have any questions prior to your arrival you may contact the Benefits office at 616-331-2220.
- Please bring a copy of the following documents with you on your first day to complete necessary paperwork:
  - o I-9 employment eligibility verification – Accepted documents may be viewed on the [Human Resources website](#).
  - o Bank information for direct deposit

As your supervisor I am here to support your transition to Grand Valley and the [department name], so please do not hesitate to contact me, [phone number], with any questions. We look forward to your success with Grand Valley State University!

Sincerely,

[Supervisor's Name]

[Supervisor's Title]