

# MANAGER'S CHECKLIST FOR NEW HIRES

## NON PATIENT-SENSITIVE POSITION

**EMPLOYEE & UNID:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**PURPOSE:** To ensure that the Manager/Supervisor has communicated the performance standards and expectations that the employee is expected to demonstrate. The information on this form is expected to be communicated to the employee within the first week of employment (and reiterated throughout employment, especially when standards and/or expectations change).

PERFORMANCE STANDARD/EXPECTATION	EMPLOYEE INITIALS	SUPERVISOR INITIALS
<b>INTRODUCTION TO THE DIVISION/DEPARTMENT:</b> Manager has provided employee with an introduction to the Division/Department. Employee has received: <ul style="list-style-type: none"> <li>Tour of Work Area: bathrooms, parking, mailroom, copy machine, work space.</li> <li>Appropriate ID Badges and Access (U Card, PCMC badges, building access, parking)</li> </ul>		
<b>JOB DESCRIPTION:</b> Employee has been given a copy of his/her job description and understands the essential functions and responsibilities of his/her position.		
<b>WORK SCHEDULE:</b> Manager has established and communicated a defined work schedule. Employee understands: <ul style="list-style-type: none"> <li>Any deviation requires advance approval from the supervisor (identify the supervisor if different than the person communicating this information)</li> <li>When breaks can be taken (breaks are encouraged but not required if mission requirements do not permit)</li> <li>Overtime is not permitted unless approved by supervisor in advance.</li> </ul>		
<b>NOTIFICATION REQUIREMENT FOR LATE ARRIVAL OR ABSENCE:</b> Employee understands that he/she must call in to report when he/she will be late or absent due to illness. Employee understands: <ul style="list-style-type: none"> <li>The process for calling in (call prior to shift starting, person to call, contact information, if he/she can leave a message or needs to keep calling until reaching someone, etc.)</li> <li>The phone call does not excuse the employee from his/her responsibility to arrive to work on time</li> <li>Sufficient leave accruals must be maintained to cover absences</li> </ul>		
<b>DRESS CODE:</b> Employee has been told and understands the division's dress code and standard of appearance.		
<b>TIME OFF:</b> Employee has been told the process for requesting time off and knows where to locate the Leave Request Form.		

PERFORMANCE STANDARD/EXPECTATION	EMPLOYEE INITIALS	SUPERVISOR INITIALS
<b>STAFF EVALUATION:</b> The staff evaluation <a href="#">form and process</a> has been reviewed with employee. Employee understands: <ul style="list-style-type: none"> <li>First six months of employment are at-will – probationary employee (applies to benefitted staff only)</li> <li>When formal reviews will be conducted (3<sup>rd</sup> and 5<sup>th</sup> month, and annually)</li> <li>Who will conduct the evaluation</li> </ul>		
<b>KRONOS:</b> Manager has reviewed time keeping requirements and process for reporting time in Kronos. Employee understands: <ul style="list-style-type: none"> <li>When the pay periods are</li> <li>How absences will be entered (vacation, sick, holidays, etc.)</li> <li>Responsibility for reviewing and approving time in KRONOS at end of each pay period</li> <li>If a non-exempt employee would like to have their overtime converted to compensatory time, a Compensatory Time Agreement must be completed and returned to Peds HR.</li> </ul>		
<b>PAYROLL AND COMPENSATION FORMS:</b> <ul style="list-style-type: none"> <li>Employee has set up their Direct Deposit and W-4 (tax exemption) information in CIS.</li> </ul>		
<b>ONLINE TRAINING:</b> Employee is required to complete the following online training modules: <ul style="list-style-type: none"> <li><b>Health Sciences New Employee Orientation</b> <ul style="list-style-type: none"> <li>Access at: <a href="https://www.hr.utah.edu/training/orientation-hsc.php">https://www.hr.utah.edu/training/orientation-hsc.php</a></li> <li><b>Step 1: Human Resources Online Orientation</b> Email <a href="mailto:training@utah.edu">training@utah.edu</a> if modules have not been loaded in <a href="#">Bridge</a>.</li> <li><b>Step 2: Health Academics Compliance Training (<a href="#">Bridge Training Modules</a>)</b> Complete <i>HIPAA</i> and <i>Fraud, Waste and Abuse</i> modules first. Email <a href="mailto:training@utah.edu">training@utah.edu</a> if modules have not loaded.</li> </ul> </li> <li><b>Defensive Driving:</b> <ul style="list-style-type: none"> <li>Access at: <a href="https://risk.utah.gov/risk-training/">https://risk.utah.gov/risk-training/</a></li> <li>Click on “Enter the Portal” in the <b>Educational &amp; Independent Agencies</b> section</li> <li>Click “Sign Up” to create an account. When signing up, the security keyword is <b>uou</b>.</li> <li>After the employee has watched the video and completed the quiz, forward your completion certificate to your supervisor.</li> </ul> </li> </ul>		
<b>SUPERVISOR INSTRUCTIONS:</b> Send copies of the following documents to Libbey Hanson at <a href="mailto:ped.hr@hsc.utah.edu">ped.hr@hsc.utah.edu</a> in Pediatrics HR. <ul style="list-style-type: none"> <li>Completed “Manager’s Checklist for New Hires”</li> <li>Employee’s Defensive Driving completion certificate</li> </ul>	N/A	

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Manager’s/Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date