

Department Name :

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**BEFORE SUPERVISOR STARTS**



budget review office. Budget will update FWABROF and this will also provide access to PeopleAdmin	
x Add to the business continuity plan as the supervisor of the org by emailing <a href="mailto:mytraining@wichita.edu">mytraining@wichita.edu</a>	
x If department chair change: email <a href="mailto:gina.crabtree@wichita.edu">gina.crabtree@wichita.edu</a> to notify of the new chair.	

**NEW SUPERVISOR – FIRST WEEK**

ACTION	DATE COMPLETED
Introduce supervisor to internal/external staff	
Tour office, including restrooms and break areas	
Explain break room policies (food storage and community utensils)	
Explain break rules, including lunchtime and smoking policies	
Review job description and org chart	
Review telephone, long distance card, fax, e-mail, calendar use	
Review department guidelines	
Explain pay/timekeeping procedures	
Explain attendance guidelines, call-in procedures and requests for time off	
Explain work schedule and office hours	
Explain mail (incoming/outgoing)	
Explain purchase orders	
Explain building access and keys	
Explain office open/close procedures	

NEW SUPERVISOR ORIENTATION – FIRST MONTH	
ACTION	DATE COMPLETED
If Faculty: Schedule supervisor and ensure for attendance of Academic Affairs New Chair orientation in August	
All: Complete the online form at <a href="http://wichita.edu/LOrequest">wichita.edu/LOrequest</a> to submit a request for the new leader to complete Leader Orientation.	

Meet with the supervisor regularly (weekly/bi-weekly) to ensure they are getting what they need to be successful in their training. Some suggested topics to talk about:

- x How is training going?
- x Do you feel you have what you need to be successful in your role? Q q 45.24 558.72 459.24534( )JT2 ( )JT