



## Office of the Provost

# Supervisor Checklist

*For academic unit heads or supervisors of new administrative professionals: this checklist will help guide you through the process of welcoming your new team member to JMU and to your office.*

### EMPLOYEE INFORMATION

Name: _____	Position Number: _____
Working Title: _____	Non-JMU Email: _____
Start Date: _____	JMU eID: _____

### BEFORE YOUR NEW TEAM MEMBER ARRIVES

Verify the hiring ePAR has been submitted to ensure timely onboarding. As the supervisor, you will receive an email from Human Resources with instructions to forward to your new team member on how to obtain their eID (email).

Contact your new employee to alert them to the instructional email. Your new team member will need their eID and email in order to register for training, request system access and generally function as an employee.

Determine which JMU systems are required for the new team member to perform their job duties. [IT Training Interactive Video](#) This is a simple, straightforward 5-10 minute video that will produce a prioritized list of specific trainings.

[Signature Authority](#) is a priority to complete; determine all DeptIDs that are associated with your department (E&G and Sponsored Program Grants). On this site, choose a report to run, Search by Department or by Employee for a custom listing.

**Tip:** While in the report, CTRL-F to target search. If the AUH already knows all the DeptIDs, including foundation account numbers, then this Signature Authority report does not need to be run.

Ensure that the office and desk have the basic office supplies and the workspace is neat and tidy. Check the computer and printer to make sure that all are fully functioning.

Assemble a Departmental/Unit Information Packet (this could include job description, contact names, phone numbers, email, and other information specific to your college, department, and/or unit). Provide the eID, position number, and complete email address of the immediate supervisor to the new team member.

## FIRST DAYS

Ensure that the new team member received their eID address (email).

**Tip:** No eID? The supervisor can login to the IT Service Portal to submit an IT service ticket. Consider using the Onboarding option in the IT Service Portal which allows multiple requests.

Contact the Building Coordinator to order keys and the office name plate with the new member's preferred name.

Meet to discuss office procedures and provide an opportunity to ask and answer questions:

- Expectations of office procedures/coverage, answering phones, sick/vacation time

- Levels of supervision

- Individual Professional Development Plan (IPDP)

- Evaluations during the probationary period

Consider having lunch with your new team member.

Tour / Discuss the facility including:

- Restrooms

- Office kitchen

- Mail Rooms

- Emergency Exits

- Copy centers

- Coffee/vending machines

- Dining on campus

- Parking

- Staff and other key personnel

If the new team member requires a Small Purchase Charge Card (SPCC), refer to [Admin Professional Resources](#). Obtaining a credit card can take some time as it involves online training, multiple forms, and system access requests. AUHs/Supervisors who are eVA Approvers (over 10K) must take [IT 502 - eVA Overview](#).

Request [N-drive access](#) for new employee.

Respond promptly to authorization email requests to avoid delay (sent to immediate supervisor). Individual systems access is requested separately (HR, Finance, Student Administration). You will receive multiple authorization requests that may include: SPCC, ePAR, eVA, Canvas, Finance, Human Resources, Chrome River, etc.

## FIRST MONTH

Meet and review training schedule; ask new team member to share training schedule with supervisor and coworkers

Develop a system for communication about when the team member is out of office and how to arrange necessary coverage

Encourage professional development and networking (AAASAC, Talent Development, IT Training, etc.).

Meet regularly with team member for brief updates, review expectations, answer questions, etc.

Establish effective communication protocols.

Build a culture of community by encouraging staff interactions and mutual support.

Encourage and promote cross-training to the greatest reasonable extent.

AAASAC Website: <https://www.jmu.edu/academic-affairs/aaasac/index.shtml>