FLEET READINESS CENTER SOUTHWEST
SUPERVISOR'S NEW EMPLOYEE CHECKLIST

To be completed on new employee's first day of work:

1. _____ Welcome new employee (have the work site ready for his/her arrival).
2. _____ Introduce employee to applicable Department/Division/Branch personnel.
3. _____ Direct employee to Badge & Decal Office, Bldg. 94, Door 37.
4. _____ Review work ethics, dress code, work routine/rules, obtaining supplies, etc.
5. _____ Provide information about work hours, lunch, and break schedule.
6. _____ Demonstrate telephone etiquette (business and personal calls).
7. _____ Explain good housekeeping procedures for work area and supply/material areas.
8. _____ Explain rules on smoking in designated areas only and during break/lunch time only.
9. _____ Explain policy on prohibited personal items (cellular phones, cameras and recording devices).
10. _____ Explain procedures for emergency medial assistance, fire, and evacuation routes.
11. _____ Provide information on parking and transportation regulations.
12. _____ Show location of rest rooms, water fountains, lunch facilities, coffee mess, etc.
13. _____ Explain importance of badge, proper place to wear it, procedures if lost.
14. _____ Discuss policy on annual leave, sick leave, tardiness, AWOL, LWOP, holidays, etc.
15. _____ Discuss leave request procedures, who and what numbers to call when sick, etc.

To be completed within two weeks of employee's start date:

1. _____ Discuss and review mission requirements and employee's developmental needs.
2. _____ Provide employee with a copy of position/job description.
3. _____ Explain performance standards and set elements(s). Have employee sign and give employee a copy.
4. _____ Develop an Individual Development Plan (IDP) to be signed by the employee. Give the employee a copy and have the IDP information entered into the Training Management System (TMS).
5. _____ Develop an Individual Quality Record (IQR) when applicable.
6. _____ Direct employee to Badge & Decal Office, Bldg. 94, Door 37 for CAC and Vehicle Decal (weather permitting).

Employee's Name (Print)	Supervisor's Name (Print)
Employee's Signature (Date)	Supervisor's Signature (Date)

RETAIN IN SUPERVISOR'S FILE