

**The Medical College of Georgia
Human Resources Division
Supervisor's checklist for New Hires/Transfers**

Supervisors should complete the below checklist to ensure that all necessary hiring procedures are addressed and relevant employment information is discussed with the new employee/transferring employee.

The Medical College of Georgia's online orientation program allows new employees the ability to complete the majority of the new hire paperwork prior to starting the first day. New employees may access the program at home or at the work location prior to their arrival at Human Resources. Please make sure your new employee has completed the online orientation prior to his/her in-processing with Human Resources.

Employees Name: (Please Print) _____

To be completed prior to the first day of work for new hires:
For departments using ePAR – Recruiting documents submitted to HR Generalist For departments NOT using ePAR – prepare and submit hire/transfer PAR For all departments - key requests, and ID Badge/Access Authorization forms, submit with all required signatures to Human Resources before the first day of Employment. Preferably within 24-48 hours after the acceptance of the job offer.
If the employee will not be processed on the 1 st day of employment, obtain a parking packet from Parking Services (706-721-2953) and review with your employee. It is preferred that processing with Human Resources-Employment (payroll processing) take place prior to completing the parking information or registering with Parking Services. Applicable only if parking on campus.
Obtain an E-mail account, if applicable. It may take a few days for ITD to complete the email request. You should complete this request through the Online Forms procedures with ITD via their Support Services website link or the appropriate administrator in your Division.
Contact your new hire to remind them to review and complete the online orientation at: http://webapp.mcg.edu/hr/ . If HR has not contacted them with their password, please instruct them to login as a "visitor" to the site. In order for your new hire to be processed for Payroll with Human Resources at their scheduled appointment, the online orientation should be completed prior to their appointment. There may be a delay or rescheduling if this orientation has not been completed prior to coming to Human Resources.
To be completed on the first day of work:
If your new hire has not completed the online orientation, provide the new employee with the necessary resources for completion. **To view the online orientation program as a visitor to this site, please go to: http://webapp.mcg.edu/hr/ Not applicable for transfers.
If your new employee is benefits eligible, ask if he/she has read the Summary of Benefits section of the online orientation program. If not, direct the employee to http://webapp.mcg.edu/hr/ . If they have questions, you can direct them to contact Benefits (706-721-3770). Benefit information will be covered during the processing time with Human Resources.
Introduce new employee to staff. Provide an organizational chart for the department and MCG. MCG organizational chart can be found at http://www.mcg.edu/admin/orgcharts/ExpOrgChart_All.pdf . Tour the work area and campus if possible. Describe the primary purpose of your unit and how their position will contribute to its purpose.
Discuss departmental specific safety concerns for your work area. The online orientation does provide safety training; however, it is more global and specific to the entire MCG campus.
Discuss work hours, lunch/break times, inclement weather procedures, work attire, appropriate use of email and additional departmental guidelines.
Discuss pay schedule, overtime (if applicable), and leave request procedures.
Discuss MCG's provisional hire period, the performance appraisal process, and the employee's job description/performance standards, as outlined in the Employee Handbook. If any questions, please contact the Employment section at 721-7905. THE PROVISIONAL PERIOD NOT APPLICABLE FOR TRANSFERS WITH 6 MONTHS OF SERVICES IN THE UNIVERSITY SYSTEM.
Request feedback, share your expectations and management style and explain your open-door policy. Encourage employees to come to you for information and assistance.
If your new employee (not applicable for transfers) has not made arrangements during their in-processing time with Human Resources to attend the "Welcome to MCG course", please schedule at time for them. This course will cover key MCG policies, the employee handbook, and benefits. New employees will have the opportunity to learn more about MCG and their benefits. This course last 2 hours and all new employees are strongly encouraged to attend within their first month of employment. Contact Training and Development at 721-3196 or 721-6197 if you have any questions about this course.
To be reviewed between the first two weeks to one month of employment:
Follow-up with your employee to see if they have attended or are enrolled in the new Welcome to MCG course.
Review the job description and ensure that your new hire is on target to meet the expected goals.
If there are any questions regarding their salary, review with your new hire/transfer their pay stub. Ensure that they understand their deductions and answer any other questions that they may have. If there are payroll questions you are unable to answer, contact Payroll at 7212831.

Your signature confirms that the above actions have been completed. Please attach this form to the employee's six-month provisional period evaluation and return to the Training & Development Section of Human Resources.

Employee's Signature and Date: _____ Supervisor's Signature and Date: _____