

Department Checklist



Job Title (Print): _____ Full-Time Start Date: _____
Supervisor: _____ Telephone: x8- _____
Department/Unit: _____ Location: _____ Mail Code: _____

Attendance:

- attendance policy
- work schedule/changes
- tardiness
- calling in (when/whom)
- lunch periods
- inclement weather
- official college closure
- requests for time off
- exception time (forms)
- PS time reporting

Job Expectations:

- PEP: job responsibilities & goals
- workgroup standards
- training on day-to-day operations
- conflict of interest (accepting gifts, political, etc.)
- corrective discipline & appeals process
- supervisor expectations
- outside employment

Equipment & Property Use:

- individual in charge of facility
- operation & maintenance
- ordering supplies
- photocopying (codes, machines, Copy Center)
- computer use, software, passwords
- telephone number & standards for voice mail/greetings
- policy for use of facilities, property, equipment, web & email
- overview of dept funding & budget
- fax
- long-distance calls
- mail (office & postal)

Safety & Security:

- keys & building/office access
- campus/office safety & security
- building hours & after-hours procedures
- evacuation plans & location of fire extinguishers
- hazardous materials/MSDS sheets (if applicable)
- first aid
- accidents & emergencies

Compensation:

- compensation system
- overtime/compensatory time for non-exempt employees

Professionalism:

- customer service role & standards
- personal phone calls & visitors
- integrity & internal control policies
- commitment to mission, vision & values of the institution
- confidentiality
- appropriate dress

Employee Training:

- Time & Labor (UTRAIN)
- PEP (business process & PS)
- CLP for new supervisors/managers
- COPP for new secretary/support staff
- plan for further job specific training (PS Finance, SA, etc.)
- professional organizations

Department Functions:

- supervisor's management style
- key contacts & referral numbers
- travel & mileage reimbursement
- meetings & attendance requirements
- who to contact when supervisor is not there
- work/organizational flowcharts, procedures & manuals
- how the employee fits into the department operation
- how the department fits into HCC
- policies/procedures
- vacation scheduling

Facility & Co-workers:

- meet co-workers
- facility tour
- where to park
- standards of appearance for work area/desk
- co-workers roles/responsibilities

Personal Concerns:

- break room facilities
- safeguarding personal belongings
- updating information in @Your Service (emergency contact)
- restroom locations
- smoking policy