

**University IT Services
Supervisor's Checklist**

New employee: _____

Employee Signature: _____

Appointment date: _____

Supervisor Signature: _____

THE PHYSICAL WORKSPACE

- Parking information: purchase permit at Parking & Transit (be aware of ballgame days, parking on campus, parking in the garage, etc.)
- Front office for paperwork (upstairs in ADSB 222)
- Key and phone (copy card, watts line, name tag, business cards, voice mail)
- Issue a work order for standards check on assigned workstation
- Show employee location of their office, rest rooms, break room, supplies, copier, refrigerator

ACCOUNTS/IDs AND SOFTWARE

- Request UARK Account (mail/comp) online at: <http://www.uark.edu/newuser>
- Request other accounts as needed for job, e.g., CICS, cavern - <http://uits.uark.edu/accountrequest>
- Review site licensed applications and request any needed, e.g., Symantec, MS Office http://uits.uark.edu/main/index_3948_ENG_HTML.htm
- Select an email client if desired and review client options and settings
- Review other applications as required for the job - <http://uits.uark.edu/prodsysdb/>

PEOPLE RESOURCES AND INTRODUCTIONS

- Provide an organization chart and a phone list (can print from internal page)
- Announce new staff directly to internal staff listserv (CSSTAFF@LISTSERV.uark.edu)

INFORMATION AND TRAINING

- Review and sign PCQ and discuss your expectations, requirements, status reporting, SOPs, etc.
- Discuss leave policies and how to request and report leave
- Sign on to group departmental listserv, all staff
- Sign on to UITSNEWS listserv, all staff
 - Review other optional and recommended lists
 - [thehumanresource](#), strongly recommended
 - [daily_headlines](#), strongly recommended
 - Depending on job requirements
 - [techtalk](#), [safari-l](#), [basis-l](#), [basisone](#), [basisii](#)
 - others can be found by going to <http://uits.uark.edu> and searching "listserv"

- Review UITS' website – <http://uits.uark.edu>
- Review UITS' training courses - <http://uits.uark.edu/train/>
- Review Internal Page -<http://www.uark.edu/internal>
- Review other training options and information sources such as through Human Resources and the University's web site -<http://www.uark.edu>
- Schedule New Employee Orientation (Human Resources); first Monday of work: x3962
<http://hr.uark.edu>
- Schedule and attend Diversity Training through Human Resources (<http://hr.uark.edu>)
- Recommend acquiring a Staff ID Card ID and Information Center, Union, 4th floor, Mon-Fri, 8-5 (enables access to HPER, library, and our labs)

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