



Supervisor New Hire Checklist

The following are the responsibility of the supervisor

Steps for Supervisors to Begin the Hiring Process

1. Complete the [New Hire Notice](#) with position information, attach application materials & reference checks; submit for approval and signatures.
2. Contact the new hire for documents and signatures to begin the [background check](#). Offer position to the successful candidate pending successful background completion
3. Provide and explain job description as well as the performance evaluation process.
4. Review salary and work schedule for staff or [contract days for faculty](#) and office hours.
5. Ask employee to furnish transcripts when applicable (faculty must provide *official* transcripts).
6. Assist the employee to complete [new hire forms](#).

Forms Submitted by the Supervisor to Human Resources

1. Background check forms completed by the new hire may be sent by hard copy or FAX at 208-732-6678 to jheatwole@csi.edu.
2. At the same time submit [new hire forms](#), including:
 - Complete Form I-9, Section 2. Employer Review & Verification information.
 - Copy and attach an I-9 picture ID and signed the form as the receiving party.
 - Copy Social Security card, required for all employees for payroll purposes.
 - Review the new hire packet to ensure all forms are completed and signed.
 - Attach the [New Hire Notice](#) to the new hire forms and submit to HR.

Contacts & Services to Provide by the 1st Day of Employment

1. HR benefit orientation for the first day of work by contacting [Pam O'Dell](#), 732-6206.
2. Telephone, number, email address and network login by order online to the [IT Helpdesk](#).
3. Business card order through the [Canyon Copy Center](#).
4. Name tag order to [Kimberlee LaPray](#) with name, title, style (magnetic or lanyard) & dept number.
5. Office keys and name plate provided by contacting [Eli Jensen](#) in the Maintenance Dept.
6. Cover campus [Safety and Security](#), the [RAVE emergency alert system](#) and [workplace injuries](#).

Mandatory Training Courses Online within the 1st week of Employment

1. **Human Resources** will contact new full-time employees and track completion of: Harassment & Discrimination Policy, Confidentiality, Computer Use & Security, Performance Standards & Title IX training. Part-time employee names and CSI emails may also be submitted by the supervisor to HR for this training as needed.
2. **The supervisor** will require [FERPA Training](#) if needed and the Office of the Register will track completion before allowing access to Jenzabar to the new employee.