



Supervisor New Hire Checklist

The following are the responsibilities of the supervisor

ALL EMPLOYEES

1. Once approved, offer position to successful candidate
2. Begin background check process if required (All full-time positions and select part-time. Contact HR if you are not sure if your new hire needs a background check)
3. Complete New Hire Form (<http://hr.csi.edu/Orientation/Index.htm>) with position information, attach application materials & submit for approval and signatures
4. Have the employee complete the New Hire Packet (the most up to date forms can be found at <http://hr.csi.edu/Orientation/Index.htm>)
 - Complete **Section 2. Employer Review & Verification Section** of Form I-9; Employment Eligibility Verification
 - Copy and attach I-9 identification documents provided by employee. (Note: must let the employee choose the documents to be used from the list provided on the I-9 form)
 - Copy Social Security card and attach to new hire packet; **required** for payroll on all employees
5. Forward all paperwork to HR office once the New Hire Form and New Hire Packet are complete
6. Provide and explain job description as well as the [Employee Performance Standards](#)
7. Review salary and work schedule/office hours
8. Ask employee to furnish transcripts when applicable (Faculty must provide *official* transcripts)
9. Inform employee they are required to take the:
 - a. **Harassment Training for Employees with CSI email address** – csi.edu/harassment/
 - **Work studies** do the same. Send *Certificates of Completion* to HR
 - **Employees without CSI email address** view the policy, complete a quiz, you score or they self-score the quiz, and you keep the certificate. Find at hr.csi.edu/forms.htm under Policy.
 - b. **FERPA Quiz** - csi.edu/ferpa/faculty_staff.asp?

FULL TIME EMPLOYEES

10. Contact the Anita Tatge atatge@csi.edu in the HR office to set up an appointment for benefits.
11. Contact the IT Help Desk for phone, phone #, and email assignment, when applicable, by email message to helpdesk@csi.edu
12. Contact Public Information for name tag, when applicable, 732-6299 klapray@csi.edu
13. Request office keys from maintenance, when applicable, 732-6604
14. Request name plate from maintenance, when applicable, 732-6611
15. Order business cards on-line through the Book Store:
<https://www.csi.edu/forms/businesscards/index.asp?>