



Supervisor/Hiring Manager Check List



Hiring Phase:

Announcement and interviews

- Request approval to hire
- Contact HR Analyst to begin recruitment process
- Write title of job – job working title
- Draft new description (if needed for job accuracy)
- Review and approve final announcement
- Review qualified applicant list (list provided by HR)

Interviews

- Decide applicant list to invite for interviews
- Form interview panel
- Contact candidates for interview appointments
- Review candidate applications
- Review interview process (HR guidance for Interviews)
- Determine question list
- Conduct interviews
- Conduct second interviews, if necessary
- Collect all interview materials/scoring sheets, send to HR

Job Offer

- Select candidate(s)
- Call references
- Notify HR Analyst of final candidate selection

Onboarding Phase:

New Employee Orientation and Safety Training - First three days

- Call new employee - extend welcome, explain New Employee Orientation (NEO), encourage completion of HR Onboarding Tours 1 & 2, remind them of required ID documents, provide instructions for where to report for their workstation.
- If employee will be traveling and staying overnight in SLC, work with Roxane VanAllen and arrange for Salt Lake hotel stay.
- Prepare for onsite welcome, workspace, access, etc.
- Complete form for Fuel PIN request form. Their Operator ID is their EIN.
- Complete Building Door access key, if required for location



Supervisor/Hiring Manager Check List

onboard

Let them know they
made the right choice

First day at worksite

- Show employee work location/work space/tour facility
- Provide equipment, clothing, tools, computer, telephone, door access
- Introduction to team and others
- Plan the work schedule
- Discuss work expectations and duties, answer questions
- Assure employee can access payroll system and can enter time

Probation Period Phase:

First 30 days

- Create Probation Period performance plan with employee in UPM
- Create and Review Learning Plan with employee
- Remind employee of deadline for retirement and healthcare plan selection
- Discuss top five Strengths, develop goals

engage

Build strength
and purpose

First 60 days

- Review Employee Performance Plan - Hold coaching meeting

perform

Set Clear Expectations

First 90 days

- Review Employee Performance Plan - Hold coaching meeting

Half year review

- Review Employee Performance Plan - Hold coaching meeting
- Make decision about retention

develop

Coach Career Growth
Opportunities

1 Year /End of Probation period

- Review Employee Performance Plan - Hold coaching meeting