



SUPERVISOR CHECKLIST

HELP YOUR NEW TIGER GET READY TO ROAR!

Have you done the following?

Keys
Systems/Computer Access (e.g. Banner, Shared Drives, WorkforUM, etc.)
Business Cards
Name Badge
Telephone Extension & Tigerline Long Distance Code
Supplies

Also, be sure to cover the following:

Expectations
Dress Code
Meet & Greet/Introductions
Office/Workspace Tour
Pre-Scheduled One-on-One Meetings
E-mail Signature & Voicemail Standards
Training Schedule
UofM Photo
Departmental Policies
Website Updates

Please note: All of these items may not be applicable to every new employee.



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