

# Supervisor Onboarding Checklist

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- %o Introduce employee to the team members.
- %o Give an office, building, and campus tour. Explain food, water, supplies, etc.
- %o Review schedule, timesheet, and clock-out expectations (if applicable)
- %o Review phone, voicemail, email, and DUO
- %o Review dress code

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- a. Safety Training
- b. Compliance
- c. Data Privacy
- d. Harassment & Discrimination
- e. Affirmative Recruiting
- f. HR101- Supervisor Training
- g. UVM Reporter Training
- h. Job Specific Trainings

