

# Minnesota Department of Corrections

## Employee Entry Checklist for Supervisors

### New Employee at –

Employee Name:

Employee Number:

Work Area:

Position Number:

New State Employee

First Day:

Transferring from another State Agency Transferring from:

First Day:

Transferring from another DOC Location Transferring from:

First Day:

Transferring from within DOC Location Transferring from:

Transfer Date:

Office	<input type="checkbox"/>	Assign work space. If necessary, discuss space requirements with appropriate supervisor. Work space assigned: ( <input type="checkbox"/> N/A )
Office Equipment	<input type="checkbox"/>	If desks, chairs or other office items are needed, request through appropriate personnel. ( ) ( <input type="checkbox"/> N/A )
Special Accommodations	<input type="checkbox"/>	If requested and approved, make arrangements for any special accommodations required. Refer to <a href="#">DOC Policy 103.310, "Reasonable Accommodation"</a> . ( ) ( <input type="checkbox"/> N/A )
	<input type="checkbox"/>	Complete <a href="#">State Property Move Form (104.350F)</a> if moving any fixed assets per <a href="#">DOC Policy 104.350, "Fixed Asset Management"</a> . ( <input type="checkbox"/> N/A )
ID Card	<input type="checkbox"/>	Arrange for new or updated ID card according to <a href="#">DOC Policy 103.013, "Identification Cards-Employees/Contractors/Volunteers/Interns."</a>
Key/Access Control Card	<input type="checkbox"/>	Complete key/access control card forms as applicable per <a href="#">DOC Policy 301.060, "Access Control Devices (Key Control)"</a> or <a href="#">DOC Policy 105.0105, "Access Control Devices/ID-Central Office"</a> .
Computer Access	<input type="checkbox"/>	Complete <a href="#">Computer Access Change Request Form</a> and attach to a <a href="#">FootPrints</a> request for access to computer systems. (FootPrints # )
	<input type="checkbox"/>	Work with individual unit managers to request access to other systems as needed, i.e. S3, COMS, financial systems, etc. ( )
	<input type="checkbox"/>	Complete the <a href="#">Internet/E-Mail Access Request form (103.210A)</a> per <a href="#">DOC Policy 103.210, "Electronic Communications"</a> if needed. ( <input type="checkbox"/> N/A )
Telephones and Pagers	<input type="checkbox"/>	Email telephone coordinator ( ) requesting for employee to be added to location phone lists and a voice mailbox and long distance code be assigned if required for position. ( <input type="checkbox"/> N/A )
	<input type="checkbox"/>	Complete <a href="#">EIOR</a> ( ) to request pager, PDA or cell phone if required for position and one is not already available. ( <input type="checkbox"/> N/A )
	<input type="checkbox"/>	Review <a href="#">DOC Policy 104.470, "Cellular Telephones"</a> and complete <a href="#">Request to Carry Cellular Telephone Within Secure Perimeter (104.470B)</a> form if applicable. ( <input type="checkbox"/> N/A )
	<input type="checkbox"/>	Complete <a href="#">Acknowledgement of Receipt of Cellular Telephone Services and Equipment (104.470A)</a> form when cell phone is issued. ( <input type="checkbox"/> N/A )
Mailbox	<input type="checkbox"/>	Email Mailroom supervisor ( ) of any necessary mailbox assignments.
Equipment & Tools	<input type="checkbox"/>	Provide employee with required equipment and tools (i.e. letter openers, scissors, etc.) ( ). ( <input type="checkbox"/> N/A )
Personal Property	<input type="checkbox"/>	Have employee complete <a href="#">State Employee's Personal Property form (104.355A)</a> per <a href="#">DOC Policy 104.355, "Employee-Owned Personal Property"</a> . ( <input type="checkbox"/> N/A )
Vehicle	<input type="checkbox"/>	If a vehicle is to be assigned, do request for new vehicle by completing the <a href="#">Request for Purchase of a State Vehicle (104.4616B)</a> or complete <a href="#">Request for Assignment of State Vehicle (104.4616A)</a> for a leased vehicle per <a href="#">DOC Policy 104.4616, "Obtaining and Operating State Vehicles"</a> . ( <input type="checkbox"/> N/A )
Uniforms/PPE	<input type="checkbox"/>	Verify that uniforms and/or insignia have been issued. ( <input type="checkbox"/> N/A )
	<input type="checkbox"/>	If position requires PPE or respirator qualification, contact Safety Director. ( ) ( <input type="checkbox"/> N/A )

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Work Schedule	<input type="checkbox"/>	Determine weekly work schedule per <a href="#">DOC Policy 103.030, "Designation of the Work Week."</a> ( <input type="checkbox"/> N/A ) <input type="checkbox"/> Review contractual/FLSA requirements and any worksite guidelines with staff on first day. <input type="checkbox"/> Email payroll supervisor (       ) on the first day in the new position so schedule can be set up in SEMA4. <input type="checkbox"/> Email COOP Team Leader and LDRPS user(       ) with name of staff and position.
Orientation	<input type="checkbox"/>	Print <a href="#">New Employee Orientation Checklist</a> for employee's first day and other forms as necessary from <a href="#">HR Toolbox, Orientation Material</a> section. <input type="checkbox"/> Direct staff to <a href="#">Payroll Instructions</a> and/or print instructions as necessary.
Off-cycle Hire	<input type="checkbox"/>	If employee is not starting on an academy hire date, coordinate with HR and Employee Development where applicable. ( <input type="checkbox"/> N/A )
Training	<input type="checkbox"/>	Make arrangements for orientation/academy according to <a href="#">DOC Policy 103.420, "Pre-Service and Orientation Training."</a> (       ) <input type="checkbox"/> If this is a supervisor position and the new employee has never attended Supervisory Core and/or SLDP training, arrange for employee to attend this training prior to completing the probationary period. (       ) ( <input type="checkbox"/> N/A ) <input type="checkbox"/> Review mandatory training requirements. Consult with Employee Development for specific requirements for this training. <input type="checkbox"/> For specialized finance or other training, obtain registration forms and pre-register if possible. (       ) ( <input type="checkbox"/> N/A ) <input type="checkbox"/> If this is a managerial position and the new employee has never attended Managerial Core training, arrange for employee to attend this training prior to completing the probationary period. Consult with Employee Development for specific requirements for this training. (       ) ( <input type="checkbox"/> N/A )
Budget Management	<input type="checkbox"/>	If new employee will be a budget manager, arrange budget training with Finance Director and request EIOR fund approval rights. (       ) ( <input type="checkbox"/> N/A )
Payroll Dept. Approver	<input type="checkbox"/>	If this is a new supervisor position, send an email to the Finance Director to request a new department three pay periods before the start date. (       ) ( <input type="checkbox"/> N/A ) <input type="checkbox"/> If this is a supervisor position, email Finance Director to add or change new supervisor to appropriate existing payroll departments as primary or backup approver. (       ) ( <input type="checkbox"/> N/A ) <input type="checkbox"/> Arrange payroll training and/or refer supervisor to <a href="#">Payroll Instructions</a> . (       ) ( <input type="checkbox"/> N/A )
Position Description	<input type="checkbox"/>	Have the employee sign the position description, give one copy to the employee and forward one copy to Human Resources as required per <a href="#">DOC Policy 103.018, "Performance Management System"</a>
Policies	<input type="checkbox"/>	Prepare list of policies/directives applicable to position for staff use, including <a href="#">Policy 103.220, "Personal Conduct of Employees"</a> , <a href="#">103.0141, "Employees Who Are the Subject of Criminal Investigation(s), Arrest(s), and/or Conviction(s)"</a> and <a href="#">103.300 "Discrimination-free Workplace."</a> Include <a href="#">DOC Division Directive 105.010, "Office Services and Central Office Operations"</a> for Central Office staff.
Supervisory File	<input type="checkbox"/>	Start Supervisory file or obtain from previous supervisor.

**Completed by (Supervisor):**

**Date Completed:**

# Minnesota Department of Corrections

## Employee Entry Checklist for Supervisors

### New Education Staff Orientation

**New Employee's Name**

**Start Date**

<p>___ DOC Education Overview</p> <p>___ Organization Charts</p> <p>___ iShare (education link)</p> <p>___ DOC Education Policies</p> <p>___ Master Academic Plan (MAP)</p> <p>___ COMS</p> <p>___ Student Management</p> <p>___ Curriculum Management</p> <p>___ Professional Development</p> <p>___ ABE Consortium PD Plan</p> <p>___ Individual PD Plan</p> <p>___ ABE Overview</p> <p>___ MN model – ABE overview</p> <p>___ MN ABE Standards</p> <p>___ ABE Policies</p> <p>___ ABE Instructor Self-Assessment</p> <p>___ ABE Foundations Training</p> <p>___ MARCS</p> <p>___ ELL</p> <p>___ GED2014®</p> <p>___ TPSC (transitions)</p> <p>___ Instructional Resources</p> <p>___ ACES TIF</p> <p>___ National Career Readiness Certificate (Work Keys)</p> <p>___ KeyTrain</p> <p>___ Career Scope</p> <p>___ Aztec</p> <p>___ Northstar Digital Literacy (MIRC)</p> <p>___ GED© Curriculum Framework</p> <p>___ ELL Curriculum Framework</p> <p>___ Transitions Curriculum Guide</p> <p>___ Computer Literacy Guide</p> <p>___ Student Handbook</p>	<p>___ Go To Manual</p> <p>___ Forms</p> <p>___ Offender Time Entry</p> <p>___ MARCS Intake/Exit</p> <p>___ Personal Education Plan (PEP)</p> <p>___ Student contract</p> <p>___ Learning Styles Inventory</p> <p>___ Student Portfolio</p> <p>___ Professional Development Form</p> <p>___ Student Assessment</p> <p>___ Student Orientation process</p> <p>___ TABE/CASAS Assessments</p> <p>___ NorthStar Digital Literacy</p> <p>___ DOC Employee Entry Checklist</p> <p>___ Training Specific to your facility</p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p> <p>___ _____</p> <p>Date Education Orientation completed _____</p> <p>Supervisor's Name _____</p> <p>Supervisor's Signature _____</p>
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