

Supervisor Checklist

- Refer to Nancy Gray about development funds
- University Onboarding - Nancy
- Parking pointers
- Refer to Monaca for teaching
 - How to order books
 - EASE reports?
 - Accessing Class lists
 - Entering grades
 - D2L Overview (Erica SC)
 - Override Process?
- Listserv access
- Grant assistance - Bart
- Annual Review process; contracting process (depending on role)
- Employee Discounts
- Tour(s)
 - Baker Hall
 - Campus
 - Review of website
- Structure of the School/University (Org Chart)
- Grant-funded position vs other funding source?
- Budget Overview
- History of the position
- Access to University Supports
 - Employee Assistance Program
 - MSU IT
- Meet with Key people (depending on role)
 - Director of School
 - Nancy Gray (Business Manager)
 - Aubree (Unit HR)
 - Erica (Tech support)
 - Chris Sibley (School IT)
 - Mentor/Someone else in similar role
- School Calendar/Meetings
- School Directory
- Policies
 - Copier
 - Equipment at home
 - Outside work for pay
 - Course buyouts/releases
 - School bylaws
 - Travel Policies/Procedures (Concur)