**Supervisor Responsibility Form**

**NEW HIRE**

**Directions:**

**Supervisors please review the following questions below and discuss with your new hire and return to your HR Representative within 1 week of the employees hire date.**

1. Functional Job Description (Signed by Employee and Supervisor) **(Return to HR)**
2. Copy of Units Standard Operations Procedure (Signed by Employee and Supervisor **(Return to HR) (**\*All units may not have an SOP)
3. Have this employees’ functional job responsibilities been discussed with them thoroughly?

**Yes or No**

If you answered **no, please explain**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Did the employee attend New Hire Orientation? **Yes or No**

If you answered **no,** please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was the Departments Evaluation Process Discussed with the Employee? **Yes or No**

If you answered **no,** please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was the employees Work Schedule discussed with them? **Yes or No**

If you answered **no,** please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the employee have a copy of the Agencies Current Policy Handbook? **Yes or No**

If you answered **no,** please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employees Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employees Printed Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Printed Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Date**