

**DEPARTMENT OF MILITARY
HUMAN RESOURCES OFFICE**

**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 _____
4. Did the employee attend New Hire Orientation? **Yes or No**
If you answered **no**, please explain _____
5. Was the Departments Evaluation Process Discussed with the Employee? **Yes or No**
If you answered **no**, please explain _____
6. Was the employees Work Schedule discussed with them? **Yes or No**
If you answered **no**, please explain _____
7. Does the employee have a copy of the Agencies Current Policy Handbook? **Yes or No**
If you answered **no**, please explain _____

Employee Signature

Date

Employee Print

Date

Employee Signature

Date

Employee Print

Date