



Arkansas Department of Military
 Cabinet Secretary - Major General Jonathan M. Stubbs,
 The Adjutant General

**Supervisor Responsibility Form
 New Hire**

Directions: Discuss and review the following information with your new hire and answer all questions after completing the review. This form must be returned to your HR Representative within 1 week of the employee’s hire date.

1. Functional Job Description (Signed by Employee and Supervisor) **(Return to HR)**
2. Copy of Division’s Standard Operations Procedure (Signed by Employee and Supervisor **(Return to HR)** (*All divisions may not have an SOP*)
3. Were the employee’s functional job responsibilities and duties 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 department’s evaluation process discussed with the employee? Yes or No
 If you answered no, please explain _____
6. Was the employee’s work schedule discussed with them? Yes or No
 If you answered no, please explain _____
7. Has the employee been provided the website for current policies? Yes or No
 (<https://military.arkansas.gov/department-of-military-offices/employee-toolbox/policies/>)
 If you answered **no**, please explain _____

Employee’s Printed Name **Employee’s Signature** **Date**

Supervisor’s Printed Name **Supervisor’s Signature** **Date**

Copies: Original Your File
 Copy: HR & Employee

Supervisors Responsibility New Hire
 Form Created June 24, 2020
 Updated October 11, 2023