



Arkansas Department of Military
Cabinet Secretary – Brigadier General Olen Chad Bridges,
The Adjutant General

**Supervisor Responsibility Form
New Hire**

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

Employee Name: _____ **Personnel #** _____ **Position #** _____

1.) Has the Functional Job Description been reviewed and signed by Employee and Supervisor? Yes No

If you answered no, please explain below.

2.) Has the Functional Job Description been sent to your HR Representative? Yes No

If you answered no, please explain below.

3.) Were the employee's functional job responsibilities / duties discussed with them thoroughly? Yes No

If you answered no, please explain below.

4.) Did the employee attend new hire orientation? Yes No

If you answered no, please explain below.

5.) Was the department's evaluation process discussed with the employee? Yes No

If you answered no, please explain below.

6.) Was the employee's work schedule discussed with them? Yes No

If you answered no, please explain below.

7.) Has the employee acknowledged the current policies on the DOTM website? Yes No

If you answered no, please explain below.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

**Keep original copy for your file.
Send copy to HR Representative & Employee**

**Supervisor Responsibility – New Hire
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