

## Checklist for the Adaptation Process – Supervisor (template)

<b>Organizational unit:</b>	
<b>Workplace:</b>	
<b>Employee:</b>	
<b>Start date:</b>	
<b>Supervisor:</b>	

	Checkbox	Date
<b>Prior to the employee's start date</b>		
Inform the HR manager about the working conditions and prepare a proposal for assigning the new employee	<input type="checkbox"/>	
Appoint a suitable mentor for the new employee	<input type="checkbox"/>	
Select a workstation for the new employee and define equipment requirements	<input type="checkbox"/>	
Assess the HW and SW needs and access	<input type="checkbox"/>	
Inform colleagues and superiors about the new employee, providing background information (previous employment, education, experience and interests)	<input type="checkbox"/>	
Allocate time in your calendar to meet with the new employee on their first day and schedule meetings throughout the first week to discuss their job description, performance expectations, workplace customs, rules, etc.	<input type="checkbox"/>	
Coordinate meetings with relevant colleagues and members of the working teams the new employee should meet	<input type="checkbox"/>	
Schedule regular check-ins with the new employee at specific intervals during the onboarding process	<input type="checkbox"/>	
Arrange necessary training sessions for the new employee during their initial weeks on the job	<input type="checkbox"/>	
<b>On the first day</b>		
Personally or through a deputy, welcome the new employee to the workplace, provide them with employment documents to sign, and discuss plans for the day	<input type="checkbox"/>	
Introduce the employee to colleagues, supervisors and their assigned mentor	<input type="checkbox"/>	
Familiarize the employee with the strategic plan, mission, vision and core values of the SU and the unit, and explain how these principles align with their work	<input type="checkbox"/>	
Show the new employee around their workspace and give them time to familiarize themselves with their surroundings	<input type="checkbox"/>	
Explain your working practices and expectations	<input type="checkbox"/>	
Ensure that the new employee is included in scheduled meetings and events by adding them to ongoing or upcoming invitations	<input type="checkbox"/>	
Be available to address any questions or concerns the employee may have regarding common situations they may encounter	<input type="checkbox"/>	

In the first week		
Monitor the employee's adaptation process, assess their cooperation with the mentor, ensure that the workstation equipment provided is sufficient and seek their feedback on this matter	<input type="checkbox"/>	
Explain the performance evaluation process, including assessments (after the probationary period, at the 6-month mark and at the end of the first year)	<input type="checkbox"/>	
Clarify what criteria will be used to determine success in the role, providing specific examples and outlining the steps to achieve success	<input type="checkbox"/>	
Set clear goals for the employee, ideally on a monthly basis, and track their progress whenever possible	<input type="checkbox"/>	
Introduce the employee to the planned training activities they will undergo in their role, including the schedule for each	<input type="checkbox"/>	
Provide ongoing assistance to the employee in navigating standard situations and address any potential problems that may arise	<input type="checkbox"/>	
Towards the end of the probationary period (first 3 months)		
Ensure that all tasks related to the integration of the new employee have been finalized	<input type="checkbox"/>	
Seek input and perspective from the mentor regarding the employee's progress and adjustment	<input type="checkbox"/>	
Conduct a comprehensive review of the adaptation process (including the decision to continue the employment) and engage in a collaborative discussion	<input type="checkbox"/>	
Solicit feedback from the employee to ensure they are receiving adequate support in the workplace	<input type="checkbox"/>	
Establish new tasks and goals, gradually increasing the level of challenge	<input type="checkbox"/>	
Gradually transfer new responsibilities to the employee	<input type="checkbox"/>	
Identify any additional training needs and arrange for the necessary training sessions	<input type="checkbox"/>	
Continue to offer ongoing assistance and support in navigating standard situations and address potential problems that may arise	<input type="checkbox"/>	
After 6 months/before the end of the first year		
In a face-to-face meeting, evaluate the employee's integration progress	<input type="checkbox"/>	
Assess the employee's job performance and determine whether they have achieved the objectives set for their role	<input type="checkbox"/>	
Seek feedback from the employee to gauge their level of support within the workplace	<input type="checkbox"/>	
Initiate a discussion about professional development opportunities	<input type="checkbox"/>	

**Recommended questions:**

*How is everything going in your new role?*

*Is the job matching your expectations so far?*

*Do you have all the necessary tools to perform your job?*

*Have your team members been supportive during the transition period?*

*How do you feel about the progress you have made so far?*

*Have there been any surprises along the way?*

*Did you find the training useful?*

*Do you have any suggestions for improvement in our department?*