



# University of Idaho

## Human Resources

### **Supervisor Resources: Guidance and Checklist for Onboarding and Evaluating Classified Employees Nearing 3 Months in Their Role**

#### **Checklist:**

Employee's signed offer letter sent to Human Resources for the personnel file.

Review job description and department expectations with employee.

Mandatory trainings assigned to employee are completed.

Department orientation completed, introduced to colleagues, potentially assigned a mentor to learn more about the department, college, administrative unit, University of Idaho, etc.

Review the Supervisor Onboarding Guide, available here: <https://www.uidaho.edu/human-resources/managers/employee-onboarding>

#### **Questions to assist with the evaluation of the employee's performance:**

- How often do you check in with the employee(s) to ensure they have the resources and training they need?
- Have the department and position specific expectations been made clear to the employee, both verbally and in writing?
  - Has the employee been meeting these expectations? Are there any areas where they may need additional training or support?
- Have you assigned all the job duties from the job description? This may be a good time to assign them. (More training and resources may need to be offered).
- Do you have any concerns about the employee's performance or behavior? If so, please reach out to your Human Resources Business Partner at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or 208-885-3638 as soon as possible for further discussion. The HRBP team is happy to share suggestions and resources to help you as the supervisor!

#### **Next Steps:**

- Complete a 3-month performance review with the employee. Employees often find this to be very helpful as they learn their new role! Your Human Resources Business Partner is happy to answer questions you may have about the evaluation process. You can contact us at

[hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or by calling 208-885-3638. Remember to send the signed final copy of the 3-month evaluation to Human Resources for the employee's personnel file.

- If you find you have concerns with the employee's performance or behavior, please do not hesitate to reach out to your Human Resources Business Partner at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or 208-885-3638 for assistance. We recommend that you reach out to us within the first 5 months of the employee's entrance probation, in order to provide enough time to implement training or other resources to help the employee succeed. The probationary period for classified employees at the University of Idaho is 6-months from their first day of work in their current position. Please see Faculty Staff Handbook Chapter 3360 for more information. <https://www.webpages.uidaho.edu/fsh/3360.html>

Questions?

Contact Human Resources at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or call 208-885-3638 to be redirected to a HR Business Partner.