Post-Hire and Pre-Training Checklist for Supervisors

☐ ACES Password assigned
☐ Arrange for access to Oracle
☐ AT&T Language Line
☐ Automation policy/form reviewed and signed
☐ Confidentiality policy reviewed and signed
☐ Determine when employee can attend New Employee Orientation (SETU), if appropriate
☐ Dress code reviewed
☐ Email account established
☐ EPPIC password assigned
☐ IRS forms completed
☐ Muskie notified of new employee’s name
☐ Phone set-ups
☐ Policy manuals ordered
☐ Pre-training Activities reviewed with employee
☐ Print all materials in trainee’s registration packet for Standard Eligibility Policy Training
☐ Review safety procedures used in waiting room and interview rooms
☐ TAMS
☐ TTY
☐ User change request form
☐ WELFRE password assigned
☐ Workstation evaluated