

The table below is a list of the topics covered in March's HSA supervisor training. Identified for each topic are UW supervisors' responsibilities as identified by the University. Supporting documents and resources are listed for each topic as applicable. Resource links will direct you to relevant UW websites or download support documents.

If you have questions or comments, please contact the following:

Peggy Smith  
 Assistant Director - Health Sciences Administration  
 (206) 543-7938  
[psmith83@uw.edu](mailto:psmith83@uw.edu)

Kelly Johnson  
 Human Resources Consultant  
 (206) 685-4721  
[klj1833@uw.edu](mailto:klj1833@uw.edu)

Jeff Fillmore  
 Organizational Development Specialist  
 (206) 221-8227  
[jeffreyf@uw.edu](mailto:jeffreyf@uw.edu)

Topic	Supervisor Responsibilities	Resource Links
<b>Hiring Process</b>	<ul style="list-style-type: none"> <li>• Know/understand exemption criteria</li> <li>• Determine:               <ul style="list-style-type: none"> <li>○ Duties</li> <li>○ Qualifications</li> </ul> </li> <li>• Create hiring requisition</li> </ul>	<ul style="list-style-type: none"> <li>• Aaron Ford (Employment Specialist)               <ul style="list-style-type: none"> <li>○ <a href="mailto:arford@u.washington.edu">arford@u.washington.edu</a></li> <li>○ 616-4432</li> </ul> </li> <li>• <a href="#">POD course – Introduction to UWHIRES</a></li> <li>• <a href="#">Hiring Resources/Guidelines</a></li> </ul>
<b>Interviewing</b>	<ul style="list-style-type: none"> <li>• Review Fair Pre-Employment Guide</li> <li>• Treat all interviewees equally:               <ul style="list-style-type: none"> <li>○ Same questions</li> <li>○ Same interviewers</li> </ul> </li> <li>• Be aware of topics and questions to avoid</li> <li>• Retain records as required</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fair Pre-Employment Guide</a></li> <li>• <a href="#">Interviewing Resources/Guidelines</a></li> <li>• <a href="#">HSA Interviewing Process</a></li> </ul>
<b>Orientation</b>	<ul style="list-style-type: none"> <li>• No UW Mandates</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">On-Boarding Resources</a></li> <li>• <a href="#">On-Boarding Toolkit</a></li> <li>• <a href="#">UW Orientation (POD)</a></li> <li>• <a href="#">UW Online Orientation</a></li> <li>• <a href="#">New Employee Checklist</a></li> </ul>
<b>Staff Training</b>	<ul style="list-style-type: none"> <li>• Ensure staff are aware of required training</li> </ul>	<ul style="list-style-type: none"> <li>• Varies by department</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Up-to-date Job Description</li> <li>• List of Competencies</li> <li>• Annual Comprehensive Review</li> <li>• Use Correct form for Classified Non-Union Staff</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Professional Staff Conversational Form</a></li> <li>• <a href="#">Professional Staff Structured Form</a></li> <li>• <a href="#">Generic Performance Evaluation Form for Professional Staff</a></li> <li>• <a href="#">Classified Non-Union Staff Form</a> <ul style="list-style-type: none"> <li>○ <a href="#">Instructions</a></li> </ul> </li> <li>• <a href="#">Generic Classified Union Staff Form</a></li> </ul>

Topic	Supervisor Responsibilities	Resource Links
Corrective Action	<ul style="list-style-type: none"> <li>Establish and Communicate Performance Expectations and Standards</li> <li>Consult HR Consultant regarding probation or other questions/topics</li> </ul>	<ul style="list-style-type: none"> <li>Kelly Johnson (HSA HR Consultant) <ul style="list-style-type: none"> <li><a href="mailto:klj1833@uw.edu">klj1833@uw.edu</a></li> <li>685-4721</li> </ul> </li> <li><a href="#">Corrective Action Resources/Guidelines</a></li> </ul>
Separation	<ul style="list-style-type: none"> <li>Resignation <ul style="list-style-type: none"> <li>Coordinate with department payroll/OPUS contact</li> </ul> </li> <li>Retirement <ul style="list-style-type: none"> <li>Employee works with UW Benefits Office</li> </ul> </li> <li>Layoff <ul style="list-style-type: none"> <li>Contact HRC as soon as a layoff is a possibility</li> </ul> </li> <li>Termination <ul style="list-style-type: none"> <li>Contact HRC as soon as termination becomes a possibility</li> </ul> </li> <li>Use UW HR Separation Checklist</li> <li>Make staff aware of CareLink and ensure they contact Benefits/Work Life office</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Resignation Resources/Guidelines</a></li> <li><a href="#">Layoff Resources/Guidelines</a></li> <li><a href="#">Termination Resources/Guidelines</a></li> <li><a href="#">Separation Checklist</a></li> <li><a href="#">Transfer to Another UW Department</a></li> <li><a href="#">UW CareLink</a></li> </ul>
Records Management	<ul style="list-style-type: none"> <li>Know: <ul style="list-style-type: none"> <li>Your office's Records Authority and Records Coordinator</li> <li>What a "record" is</li> <li>How your records need to be managed</li> </ul> </li> <li>Proper care and management of records</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">UW Office of Records Management</a></li> </ul>
Emergencies	<ul style="list-style-type: none"> <li>No UW Mandates</li> <li>"Essential Personnel" have position-specific responsibilities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">EH&amp;S Emergency Preparedness Resources</a></li> <li><a href="#">BARC Emergency Information</a></li> <li><a href="#">BARC Emergency Planning Resources</a></li> <li><a href="#">UW Emergency Management Resources</a></li> <li><a href="#">UW Emergency Management Contacts</a></li> <li><a href="#">UW Emergency Management Training</a></li> </ul>
Topic	Supervisor Responsibilities	Resource Links
Safety	<ul style="list-style-type: none"> <li>Submit OARS report to EH&amp;S within 24 hours of incident (some cases require quicker notification)</li> <li>Don't move or touch anything at an accident/injury location</li> <li>Keep information and details private</li> <li>Determine probable cause <i>and</i> take preventative action</li> <li>Complete relevant OSHA form (if applicable)</li> <li>Encourage staff to fulfill their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">OARS Webpage</a></li> <li><a href="#">OARS Practice Site</a></li> <li><a href="#">OARS Overview Presentation (PPT)</a></li> </ul>