

# Checklist for New Employee's Buddy/Mentor

## BEFORE EMPLOYEE STARTS

- Be sure the work space is clean, including computer, phone, trash can, etc.
- Add basic office supplies to work space
- Get copy of departmental handbook
- Arrange for any welcoming items or events (door sign, welcome kit on desk)
- Prepare schedule for first week

## WEEK ONE

- Meet and greet new employee on day one in office (after New Employee Orientation)
- Walk around and tour key areas of the facility and campus
- Assist with keys and long distance code
- Show work space/desk
- Review UNM systems and assist with any additional access required (NetID)
- Introduce new staff member during the departmental tour, at meetings, breaks, lunch, etc.
- Show how to check email and set up calendar
- Show how to use phones and check voicemail
- Have lunch with new staff member on day one
- Explain use of refrigerator, oven, microwave, dishwasher, break area, etc.
- Review fire alarm and evacuation procedure
- Review and clarify all appropriate safety procedures
- Review the "Table of Contents" of welcome/department orientation handbook (if applicable), and encourage new staff member to read entire handbook when he or she has time
- Review all office equipment (photocopier, fax machines, etc.) and ordering of supplies
- Provide a list of acronyms typically used in your department and at UNM (HSC, HSLIC, etc.)

## DURING THE REMAINDER OF MONTH ONE

- Schedule a 15-minute meeting once a week to check in on "how it's going," etc.
- Review what has already been covered in the checklist, and determine additional questions

## MONTH TWO

- Hold weekly meetings, reviewing what has been covered and adding new topics as needed
- Inform staff member of department business and other University activities as appropriate
- Remind staff member of benefits of UNM including employee discounts, LOBO perks, wellness program, discount athletic tickets, etc.

## MONTH THREE

- Continue to hold meetings at least every other week to review all that has been covered

## AT THE END OF SIX MONTHS (EVALUATION/TRIAL PERIOD, IF APPLICABLE):

- If/when new staff member successfully completes trial period, ensure that this gets announced at the next staff meeting
- Buddy/Mentor relationship may continue informally as desired or needed