

Departmental New Employee Orientation Checklist

Department Orientation is one of many informational milestones, which foster the employee's success through the introduction to The University of New Mexico and your department. As the supervisor, you are responsible for reviewing this checklist with your new employee so that there is a clear understanding of your department's business rules and expectations.

Employee Information

Last Name:

First Name:

Start Date:

Prepare for Employee's Arrival

Date
Complete

- Clean/prepare workspace with supplies such as phone, trash bin, stapler, tape, pens, paper and any other necessary items (e.g. file drawer keys, etc.).
- Arrange for welcoming items or events.
- Prepare schedule for employee's first workweek.
- Ensure employee sets up NetID - netid.unm.edu.

General Introduction/First Day

Date
Complete

Introductions/Tours:

- Welcome employee on first day and show employee to their workspace.
- Introduce employee to department management, colleagues, and other key individuals with whom the employee will work.
- Tour physical layout of the department, restrooms, emergency exits, training/meeting rooms, break rooms, water fountains, etc.
- Review office equipment use (copier, scanner, fax, etc.) and ordering of supplies. Discuss use of appliances, A/V equipment, and supply storage areas, if applicable.
- Tour of building and surrounding campus area.
- Ensure employee completes "Your Lobo Journey" on the [New Employee Experience](#) webpage.
- Ensure employee sets up [Direct Deposit](#) and completes [W-4](#).

Review University/Department Policies and Processes/First Week

Date
Complete

It is the employee's responsibility to read through the UAPPM and contact their manager with any questions.

- Ensure employee attends New Employee Information Session (on date indicated on offer letter)
- Schedule of working hours and review UNM Holiday Schedule (<https://hr.unm.edu/calendars>) including Winter Break ([UAP 3405: Holidays](#)), and [Payroll Schedule](#).
- Review department and team expectations such as: work hours, call-in procedures, inclement weather notifications ([UAP 3435: Inclement Weather](#)), work ethic/professionalism, social norms and attire, remote/hybrid schedule, if applicable ([UAP 3245: Remote Work](#)).
- Overtime requirements and approval process ([UAP 3305: Overtime](#))
- Time sheets and approval process ([UAP 2610: Time and Leave Reporting](#))
- Annual leave accrual and approval process ([UAP 3400: Annual Leave](#))
- Sick leave accrual and reporting process ([UAP 3410: Sick Leave](#))
- Department approval process for time away from work (training, meetings, tuition remission, etc.)
- Review department Standard Operating Procedures (SOPs)
- Sign/Acknowledge applicable Confidentiality Statements (HIPPA, FERPA)
- Inform employee on how to access the University Administrative Policies and Procedures (<https://policy.unm.edu/university-policies/index.html>).

University Property and Equipment/First Week

Date
Complete

- Review [UAP 2500: Acceptable Computer Use](#)
- Review department process for computer and software access.
- Review web access to email through LoboMail at <http://lobomail.unm.edu/>.
- Review appropriate telephone usage including [UAP 2110: Long Distance Telephone Calls](#), if appropriate.

<ul style="list-style-type: none"> <input type="checkbox"/> Provide phone operation instructions, help employee establish outgoing message, and inform how to check voicemail. <input type="checkbox"/> If applicable, determine employee BAR (Banner Authorization Request) roles and necessary training. Instruct employee on how to request BAR roles https://bar.unm.edu/. <input type="checkbox"/> If applicable, take employee to Lock Shop https://fm.unm.edu/services/lock-shop.html to obtain office/building keys. NOTE: closed Fridays. Review UAP 5010: Key Authorization. <input type="checkbox"/> Ensure or assist employee with obtaining a parking pass, if necessary. Review campus parking policies and procedures http://pats.unm.edu/. 	
Safety and Security/First Week	Date Complete
<ul style="list-style-type: none"> <input type="checkbox"/> Basic Annual Safety training (Module preassigned in Learning Central. See Additional Training below.) <input type="checkbox"/> Review general building safety and security policies <input type="checkbox"/> Fire plan procedure (fire extinguishers, alarm boxes, exits, department emergency coordinator) <input type="checkbox"/> Accident reporting, medical assistance (Worker's Compensation procedures) <input type="checkbox"/> Department and UNM emergency telephone numbers <input type="checkbox"/> Hazard communication training (area specific) <input type="checkbox"/> Bloodborne pathogen training (area specific) <input type="checkbox"/> OSHA required training (area specific) 	
Role and Function of New Employee/First Week	Date Complete
<ul style="list-style-type: none"> <input type="checkbox"/> Describe departmental functions and responsibilities <input type="checkbox"/> Employee/Supervisor relationships <input type="checkbox"/> Role in department, specific duties, responsibilities, job description, and level of authority 	
Performance Expectations, Performance Review Process, & Career Development/First Month	Date Complete
<ul style="list-style-type: none"> <input type="checkbox"/> Dates of probationary mid and final review <input type="checkbox"/> Performance expectations (goals, duties, values) <input type="checkbox"/> Describe the elements of performance review (UAP 3230: Performance Review and Recognition) <input type="checkbox"/> Discuss career development opportunities (UAP 3260: Career Development) 	
Training and Development/Benefits Enrollment/First Month	Date Complete
<p>Employee must complete a minimum of the following mandatory training courses within their first 30 days. NOTE: Are you an HSC employee? Be sure to complete HSC specific trainings. Visit Learning Central.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preventing Discrimination and Harassment <input type="checkbox"/> Basic Annual Safety Training <input type="checkbox"/> Active Shooter on Campus: Run, Hide, Fight 	
<p><u>Additional Job Specific Training:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>If employee still needs to enroll in benefits, have them visit the Eligibility and Enrollment webpages on the HR website for details and benefits enrollment forms. NOTE: Must be enrolled before their 60th day.</p>	
Future Tasks	
<p>As part of the departmental orientation, during the next six (6) months the supervisor should meet on a regular basis with the employee to discuss concerns, review the employee's job description, expectations, and performance. This may also be an opportunity to discuss potential career development options.</p>	

Employee: _____
PRINT NAME SIGNATURE DATE

Supervisor: _____
PRINT NAME SIGNATURE DATE

--- Retain in Employee Department File ---