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