



DEPARTMENTAL NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____ Employee Title: _____

Department: _____

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.

Conduct Introductions and Tour

- Introduce department management, colleagues, and other key individuals the person will work with
- Tour workstation and physical layout of the department, rest facilities, etc.
- Tour of building and surrounding campus area

Review University/Department Policies and Processes

It is the employee's responsibility to read through the UBPPM and contact his/her manager with any questions.

- Payroll Schedule (<http://payroll.unm.edu/>)
- Schedule of working hours and holidays, including Winter break (UAP 3405: Holidays)
- 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)
- Inclement weather (UAP 3435: Inclement Weather)
- 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 Manual (UAPPM) <https://policy.unm.edu/university-policies/index.html>.

University Property and Equipment

- Review UAP 2500: Acceptable Computer Use
- Review appropriate telephone usage including UAP 2110: Long Distance Telephone Calls, if appropriate
- Review department process for computer and software access
- Obtain applicable keys to office and building
- Obtain parking permit for necessary lot/s

Safety and Security

- Basic Annual Safety training (Module preassigned in Learning Central. See Additional Training below.)
- Review general building safety and security policies
- Fire Plan procedure (fire extinguishers, alarm boxes, exits, department emergency coordinator)
- Accident reporting, medical assistance (Worker's Compensation procedures)
- Department and UNM emergency telephone numbers
- Hazard communication training (area specific)
- Bloodborne Pathogen training (area specific)
- OSHA required training (area specific)



Role and Function of New Employee

- Describe departmental functions and responsibilities
- Employee/Supervisor relationships
- Role in department, specific duties, responsibilities, job description, and level of authority

Performance Expectations, Performance Review Process, and Career Development

- Dates of probationary mid and final review
- Performance expectations (goals, duties, values)
- Describe the elements of performance review (UAP 3230: Performance Review and Recognition)
- Discuss career development opportunities (UAP 3260: Career Development)

Additional Training and Development

Learning Central Courses required by all new UNM Employees:

- Basic Annual Safety Training
- Intersections: Preventing Discrimination and Harassment
- Active Shooter on Campus: Run, Hide, Fight
- Ethics: a Framework for Ethical Decision Making

Additional Job Specific Training:

- _____
- _____
- _____
- _____

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.