Agenda

- University Updates
- Timesheet Review Resources
- UNM Residence Life & Student Housing Onboarding Program
University Updates

LaTrenia McDaniel
Strategic Support Manager
New HR Employees

- Alma Aguilar – HR Consultant, Client Services
- Bethany Miller – Staff Recruitment Specialist
- Sofia Garcia – Staff Recruitment Specialist
Timesheet Review Resources

Magdalena Vigil-Tullar
Director, Employee Relations
Timesheet Review Resources

Timesheet Review Resources are available on the HR website:

- [http://hr.unm.edu/managers.php](http://hr.unm.edu/managers.php)
- Under Management Resources
UNM Residence Life & Student Housing Onboarding Program

Stacie Jackson
Administrative Coordinator: Residence Life and Student Housing
Welcome Materials
Welcome Packet
Who We Are

Residence Life & Student Housing

Welcome!

It is my sincere pleasure to welcome you to the Residence Life and Student Housing team. Thank you for choosing the University of New Mexico (UNM), Residence Life and Student Housing Department as your employer of choice. I am excited you are here and I look forward to working with you.

You are joining a group of dedicated and talented employees who work hard in support of the University of New Mexico’s mission and goals. The knowledge and skills you bring will support UNM students and your fellow staff members.

I encourage you to take advantage of the many opportunities and resources available to you for your personal growth and professional development. As you get involved in these programs and services, you will quickly become a part of the UNM community.

The University of New Mexico Residence Life & Student Housing New Employee Handbook is created only as an informational guide for employees to familiarize themselves with the resources available to them. The Employee Handbook is not intended as an employment contract, either expressed or implied, and it does not alter the at-will status of the employee. The provisions of the New Employee Handbook are not conditions of employment and may be modified, revoked, and/or changed at any time by the University, with or without notification.

Employees with a disability may contact the HR Department Administrator for another mechanism to obtain this information.

Once again, thank you for joining our team. We are excited to have you join us!

Sincerely,

Wayne Sullivan
Director

- Welcome Letter from Director
- Unit Descriptions
- Department Mission & Values
- University Mission & Values
- Organizational Chart
General Information

- Helpful Information for Employees
- Acronyms & Words to Know
- Health and Wellness Resources
New Employee Orientation Program

- Mentor/Buddy
- Training and onboarding checklist
- Resources needed
- Meetings with Managers
- Policy Review
- Position-Specific Training
- Website Scavenger Hunt
Residence Life and Student Housing
New Employee Orientation Survey

Please fill out this survey and return it to the address below. Your feedback will help us continually improve the process for new employees in Residence Life and Student Housing. All answers will remain anonymous.

1. Was the New Employee Handbook helpful to you as a new employee in Residence Life and Student Housing? Why or why not?
   - Yes
   - No
   Why or why not?

2. Was the New Employee Mentoring Program helpful to you as a new employee in Residence Life and Student Housing? Why or why not?
   - Yes
   - No
   Why or why not?

3. Are there any changes to either the Handbook or the Mentorship Program that would have improved your experience as a new Residence Life and Student Housing employee?
   - Yes
   - No
   If yes, what changes would you like to see made?

- Confidentiality
- Computer Use
- Long Distance Code Request
- Onboarding Evaluation
Questions?