

New Employee Orientation Checklist

EMPLOYEE INFORMATION (HR)		
Name:	Start date:	
Position:	Supervisor:	
FIRST INTRODUCTION (HR)		
<input type="checkbox"/> Provide employee with Employee Manual (paper or online). <input type="checkbox"/> Introduce Employee to www.newmexicoconsortium.org .		
POLICIES (HR)		
<input type="checkbox"/> Review key workplace policies. <ul style="list-style-type: none"> Job schedule and hours PTO/Sick Leave use and reporting Holidays Payroll timing Time reporting Overtime Performance reviews E-mail and Internet use 	<input type="checkbox"/> Review UNM and LANL Library access procedure for researchers. <input type="checkbox"/> Refer PIs to Responsible Conduct of Research Policy . <input type="checkbox"/> Explain Reimbursement Policy, Accountable Plan. <input type="checkbox"/> Travel Policy: Employee has to sign a hard copy of the policy.	<input type="checkbox"/> Cyber security and computer policy <input type="checkbox"/> Safety <ol style="list-style-type: none"> workplace injuries reporting safety issues inclement weather training* <input type="checkbox"/> COVID19 Safety and Procedures
ADMINISTRATIVE PROCEDURES (OM)		
<input type="checkbox"/> Review general administrative procedures: <ul style="list-style-type: none"> Purchase Request Protocol Buying new software Shipping Requests Keys/Codes/Cards Mail (incoming and outgoing) Telephones Conference rooms Office supplies/Purchases/Petty cash Garbage/Recycling Computer sign out procedure Wireless Access and PW Printing Getting IT help 	<input type="checkbox"/> Workstation and facilities: <ul style="list-style-type: none"> Office/desk/workstation Office hours: Mon – Fri / 8:30 – 5:30 Ste. 301 hours: Daily 7am – 7pm Ste. 200 hours: Daily 7am – 5:30pm LARP Bldg: Daily 6:00am – 6:00pm Access Card or Code for building access outside of daily hours LARP parking permit 	<input type="checkbox"/> Review PII Policy <input type="checkbox"/> Review Emergency Procedures
IT ONBOARDING scheduled (OM): on (date) _____ at (time) _____ with (IT staff) _____		
Employee Signature:		Date: