New Employee Orientation Checklist

EMPLOYEE INFORMATION (HR)	
Name:	Start date:
Position:	Supervisor:

FIRST INTRODUCTION (HR)

☐ Provide employee with Employee Manual (paper or online).

☐ Introduce Employee to **www.newmexicoconsortium.org**..

POLICIES (HR)

☐ Review key workplace policies.
- Job schedule and hours
- PTO/Sick Leave use and reporting
- Holidays
- Payroll timing
- Time reporting
- Overtime
- Performance reviews
- E-mail and Internet use

☐ Review UNM and LANL Library access procedure for researchers.

☐ Explain Reimbursement Policy, Accountable Plan.

☐ Cyber security and computer policy

☐ Approval Policy-CEO signs on behalf of NMC

☐ Safety
1. workplace injuries
2. reporting safety issues
3. inclement weather
4. training*

ADMINISTRATIVE PROCEDURES (OM)

☐ Review general administrative procedures:
- 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

☐ Workstation and facilities:
- 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
- Bag tag

☐ Review PII Policy

☐ Review Emergency Procedures

IT ONBOARDING scheduled (OM): on (date)_____at (time) _____ with (IT staff) _____

Employee Signature:		**Date:**