



## New Employee Orientation Checklist

Task	Description	Responsible
Computer Access	<b>Complete the USM Network User ID Request Form:</b> <a href="https://usm.maine.edu/computing/request-usm-network-access">https://usm.maine.edu/computing/request-usm-network-access</a> Please provide an employee ID number, or if a Manpower temp, last 4 digits of SS # (For assistance, USM Helpdesk @ 780-4029)	Supervisor
University of Maine System (UMS) E-mail	<b>If employee has not received an account activation email from HR prior to start:</b> All employees are assigned a University of Maine System email account- emailaddress@maine.edu HR uses this email for communications to various employee groups (e.g. eligibility or attainment of bargaining unit milestones). You need to activate this email account by contacting the <a href="https://usm.maine.edu/helpdesk">USM Help Desk 780-4029</a> .	Employee
MaineStreet Access	<b>If employee has not received an account activation email from HR prior to start:</b> Once they have an employee ID #, <b>employee</b> contacts USM Helpdesk @ 780-4029 to activate MaineStreet and receive password.	Employee
Time Approval Access	<b>If new employee will supervise:</b> Request time approval access in HR MaineStreet via <a href="http://support.hr.maine.edu/manager-self-service-topics">http://support.hr.maine.edu/manager-self-service-topics</a>	Supervisor
Phones	<b>Submit Telecom Service Request Form</b> <a href="https://usm.maine.edu/telc">https://usm.maine.edu/telc</a> to update USM directory or request new service. Note: If employee will need to make long distance calls, make note of that in your set up request to Telecommunications. It can be done automatically, no additional form or codes needed. If any changes to existing phones or any installations are required, you will need to submit a User Service Request Form.	Supervisor/ Dept.
Work Space	If needed, ensure <b>work space</b> is allocated and set up for new hire's arrival. Connect with facilities if assistance is required: <a href="https://usm.maine.edu/facilities">https://usm.maine.edu/facilities</a>	Supervisor/ Dept.
USM Photo ID card	<b>Access to office buildings and classrooms:</b> A USM Photo ID card is required. Pictures can be taken in Portland or Gorham at Card Services <a href="http://usm.maine.edu/usmcard">http://usm.maine.edu/usmcard</a>	Employee
Employee Welcome Announcement	<b>Prepare and email new hire announcement</b> for distribution to department (and others as necessary) staff. Include: Information about the position, employee, and the project(s) employee will work on, in addition to their location.	Supervisor
Benefits	<b>Employee must sign up ON-LINE within 31 days of hire to be eligible.</b> Employee contacts Benefits Center of Excellence with any questions. <a href="http://www.maine.edu/about-the-system/system-office/human-resources/benefits/">http://www.maine.edu/about-the-system/system-office/human-resources/benefits/</a> 1-866-269-9635	Employee
USM Academic Calendar and Holiday Schedule	<b>Provide links to new employee:</b> <a href="https://usm.maine.edu/reg/academiccalendar">https://usm.maine.edu/reg/academiccalendar</a> <a href="http://www.maine.edu/about-the-system/system-office/human-resources/holiday-schedule/">http://www.maine.edu/about-the-system/system-office/human-resources/holiday-schedule/</a>	Supervisor/ Dept.
Campus Solutions	<b>For employees who need access to student records:</b> <a href="https://usm.maine.edu/sites/default/files/Human%20Resources/fcssa.pdf">https://usm.maine.edu/sites/default/files/Human%20Resources/fcssa.pdf</a>	Employee + Supervisor
New Hire Training	<b>Employee is required to complete mandatory training during first week of employment:</b> <a href="http://usm.maine.edu/human-resources/required-training-employees">http://usm.maine.edu/human-resources/required-training-employees</a>	Employee

## New Employee Orientation Checklist

New Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Introductions - Supervisor	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Department Leader/Director	X		
_____ Every person in new work unit	X		
_____ Executive Staff as appropriate	X		
_____ Peers from other areas		X	

Tour - Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Project workspace	X		
_____ Kitchen, Breakroom, vending machines, coffee machine	X		
_____ Bathrooms	X		
_____ Meeting rooms		X	
_____ Employee break rooms	X		

Communications – Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Department Telephone List	X		
_____ USM Telephone Directory	X		
_____ Voicemail set up	X		
_____ Long distance calling access	X		
_____ USM Web Site	X		
_____ Email	X		
_____ Passwords	X		
_____ USM ListServ (how to subscribe)			X

Computers and Equipment – Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Computer Policies			X
_____ Scanner			X
_____ Fax machine		X	
_____ Photocopier		X	
_____ Printers		X	
_____ Projectors, LCD's and Polycom			X

Workspace – Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Mandatory VDT Training (provided by HR) HR will schedule ergonomic analysis of work area if appropriate			X
_____ Guidelines on furniture and equipment purchase		X	
_____ Safeguarding personal belongings	X		
_____ Ordering supplies		X	
_____ Workspace cleaning and repairs			X
_____ Recycling	X		

## New Employee Orientation Checklist

Facility/Building -- Supervisor or Delegated	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Obtain Parking Tag	X		
_____ Parking lot map	X		
_____ Key Request Form/Access to offices	X		
_____ Barcodes		X	
_____ Room Scheduling		X	

Attendance/Leaves - Supervisor	Prior	Week 1	1 <sup>st</sup> 30 Days
_____ Work schedule	X		
_____ Compensatory time/breaks/lunches		X	
_____ Vacation/sick/holidays		X	
_____ Recording time in MaineStreet			
_____ Calling in sick		X	
_____ Requesting time off		X	
_____ Family Medical Leave			X
_____ Administrative Leave			X
_____ Short/Long-term Disability Leave			X
_____ Jury Duty			X
_____ Bereavement Leave			X

Financial (as appropriate) - Supervisor	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Access to Financials		X	
_____ GL Inquiry		X	
_____ P-Card		X	
_____ Travel vouchers		X	
_____ Office Max		X	
_____ Purchase Orders / Purchasing		X	

Benefits - Employee	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ UMS Benefits Homepage			X
_____ Employee Assistance Program			X
_____ USM Discounts and Special Offerings			X

New Hire Training - Employee	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Mandatory new hire training		X	

## New Employee Orientation Checklist

New Supervisor Information	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Time Approval Form <a href="http://www.usm.maine.edu/sites/default/files/Human%20Resources/fhrs_a.pdf">http://www.usm.maine.edu/sites/default/files/Human%20Resources/fhrs_a.pdf</a>		X	
_____ Approving time in MaineStreet		X	
_____ Policies and Procedures for Supervising Employees		X	
_____ Bargaining Agreements		X	

Performance – Supervisor	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Expectations		X	
_____ Job Responsibilities/Job Description	X		
_____ Ethical standards/Confidentiality		X	
_____ Probationary Period		X	
_____ Performance Reviews		X	

USM Policies – Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ Equal Opportunity & Affirmative Action		X	
_____ Sexual Harassment			X
_____ Drug and Alcohol Abuse			X
_____ Telecommuting Guidelines		X	
_____ Grievance Procedure			X
_____ ADA			X
_____ USM APL's			X

Library - Supervisor or Delegated _____	Day 1	Week 1	1 <sup>st</sup> 30 Days
_____ USM			X
_____ Interlibrary loan			X

Pre 30-Day Review – Supervisor
_____ Has new employee signed up for benefits online in MaineStreet?

Probationary Review – Supervisor
_____ Review job description and job responsibilities
_____ Address any concerns regarding work performance or lack of communication with supervisor regarding expectations or any work-related issues
_____ Does employee have beginning knowledge of the Research Institute, core competencies, vision, mission, organizational structure?
_____ Check with employee about comfort with computer; offer in-house training
_____ Has employee met key administrative staff?
_____ Check with employee about work station; is an ergonomic analysis needed?
_____ Is employee familiar with USM classes, tuition assistance, and Professional Development opportunities?