# **Orientation Checklist for New Hourly Employees**

### **Pre-Arrival**

* Ensure the pre-employment screenings have been initiated and passed
* Determine if the appointment letter has been sent
* Call to officially welcome the new employee to UMaine
* Provide the new employee with a contact in the event they cannot reach you with a question (onboarding peer)
* Send an announcement to the department letting staff know of the start date, role and other important information about the new person
* Develop a plan for the first day/week (set up meetings, plan work, etc.)
* Order [name badge](http://umaine.edu/plugged-in/technology-marketing-communications/marketing/promotion/name-tags/) and [business cards](http://umaine.edu/plugged-in/technology-marketing-communications/marketing/promotion/business-cards-letterhead/)
* Contact the Technology Office at 581.3181 to secure a computer, provide passwords, and add to appropriate group email logins
* Order keys
* Setup and stock the office location
* Setup phone and long distance code

### **First Day**

* Provide keys and opening/closing procedures
* [UM Parking/Parking Permit](http://umaine.edu/parking/) or office parking etiquette
* Office tour/introductions to Co-workers
* Review emergency action plan and safety features of the location
* Inquire if the appointment letter was signed and returned and ask if they have questions about anything in the letter
* Ask if benefits enrollment information via their @maine.edu address was received and remind the person there is a 60 day window to return the enrollment requests
* Review the work schedule: daily schedule, breaks, lunch, and office coverage
* Review and explain how to enter time and provide a [MaineStreet](https://peportal.maine.edu/psp/PAPRD89/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) “tour”
* Explain telephone procedures and practices: responsibility for telephone coverage; using voicemail; transferring calls using 800 lines; screening calls and responding to inquires; phone authorization code for long-distance calls; and conference call campus number and how to schedule
* Ask if email has been setup (information and procedures are covered in appointment letter)
* Explain procedure for handling in-person inquiries and requests
* Orient and provide training on the office equipment: photocopier; fax machine; computer/printer/scanner; postage meter, etc.
* Review the job description to ensure all expectations are understood.

### **Within First Month**

* Review [UMaine Cooperative Extension](http://extension.umaine.edu/) and [Plugged In](http://umaine.edu/plugged-in/) websites
* Discuss vacation schedule practices
* Provide a mentor
* Cover office mail: pick up time; U.S. mail guidelines; campus; postage stamps
* Show where to find the [Policy Manual on Plugged In](http://umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/) and ask them to review its contents
* Show the [UMaine Portal](https://my.umaine.edu/)
* Review Google Applications: gmail; hangouts; docs; logins; calendar; contacts
* Have them fill out the [Request to Be Added to the Staff Directory Form](http://extension.umaine.edu/forms/home/staff-directory/)
* Show the location of: filing system; office supplies; printed resources/publications
* Explain financial record keeping practices/responsibilities
* Cover [UMaine Cooperative Extension publications](http://umaine.edu/plugged-in/technology-marketing-communications/publications/)
* Provide [Concur](http://www.maine.edu/about-the-system/system-office/strategic-procurement/travel-expense-reimbursement/) and [Marketplace](http://www.maine.edu/about-the-system/system-office/strategic-procurement/mainestreet-marketplace/) training and travel policies
* Procedure and reason for obtaining [UMaine Identification Card (MaineCard)](http://umaine.edu/mainecard/)
* Review [Extension's Mission & Vision in the Policy Manual on Plugged In](http://umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/section-one-organization/1-1/)
* Explain [workplace safety training requirements online](https://sem.umaine.edu/safety-training/) (annual basic and computer work station)
* Highlight New Employee Training (date is in welcome letter to arrive soon)
* Explain EO training (mandatory) is covered at new employee training and is mandatory
* Review job description
* Explain purchasing procedures: equipment supplies; program materials
* Review policy information: [civil rights policy](http://umaine.edu/plugged-in/policies-guidelines/civil-rights-toolkit/); [child abuse policy](http://umaine.edu/4h/volunteers/resources/policies-procedure-and-guidelines/table-of-contents/staff-and-volunteer-policies-and-guidelines/#risk_managementb); use of [nondiscrimination statement](http://umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/section-three-personnel/3-5/#non-discrimination) and its use; [University of Maine sexual harassment policy](http://www.maine.edu/about-the-system/system-office/human-resources/sexual-harassment-policy/); reporting sexual violence responsibilities
* Note that information from the relevant employee union (if applicable) is in your appointment letter and the [union contract](http://www.maine.edu/about-the-system/system-office/human-resources/labor-relations/), or [employee handbook for non-reps](http://www.maine.edu/about-the-system/system-office/human-resources/employee-handbooks/), is available online

### **Within First Six Months** *(preferably, when applicable for Hourly staff)*

* Explain and show the [performance evaluation form](http://umaine.edu/plugged-in/hr/supervisors/) and time frame
* Share [Flexible Staff Development/Professional Development](http://umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/section-three-personnel/3-4/): flexible staff development funds, including appropriate use and supervisor approval
* How to [Tandberg videoconference](http://umaine.edu/plugged-in/technology-marketing-communications/technology/assistance/)
* Discuss potential for membership on UMaine Cooperative Extension Committees
* Review Mentor Relationship
* Contact Cindy Eves-Thomas to schedule a web content management (CMS) training
* Assign Writing of Plan of Work (POW) & review POW reporting system (if applicable)
* Review UMaine Cooperative Extension Personnel Directory
* Describe and assign (if applicable) roles of county coordinator
* Review UMaine Extension [organizational chart](http://umaine.edu/plugged-in/)
* Relay UMaine Cooperative Extension colleagues: Libby Hall organizational support staff; Communications & Technology staff; other Extension leadership team members beyond one’s supervisor
* Share internal resources (marketing guide and contacts), HR administrator, development officer, financial administrator, and planning and reporting coordinator to review grants writing, project accounts management, external funding opportunities, and reporting requirements
* Explain what a Human Resource reclassification is and point to the [forms](https://mycampus.maine.edu/group/mycampus/compensation)