



## New Extension Employee Onboarding Guide for Employees

*Please note, this is a suggested guideline (adapted from the “UMS Onboarding Checklist”) to be used to promote successful onboarding of new University of Maine Cooperative Extension employees. Your supervisor is responsible for coordinating and delegating tasks in preparation for your arrival, as well as ensuring your success throughout your onboarding experience.*

*Please reach out to the Extension Assistant Director of Employee Engagement, [Beth Hawkyard](#), if you have any questions on the process or resources offered.*

### First Day – First Week

#### **On campus / county-based office employees:**

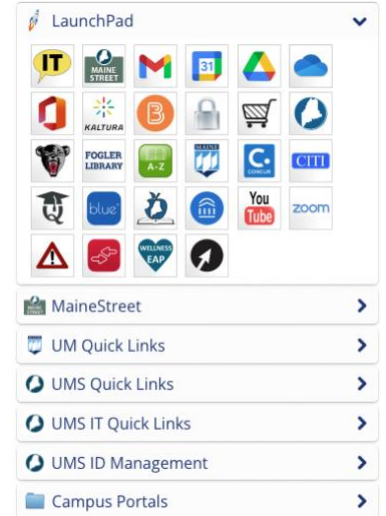
- Your supervisor (or fellow colleague) will show you around your workspace and introduce you to colleagues
- Melissa Gray will provide a temporary parking permit (via welcome email) for those based at campus locations
- Employees can purchase permits, good for one year: [UM Parking/Parking Permit](#)

#### **Remote / home-based office employees:**

- Discuss mutually agreed upon schedule and communication strategies
- If meeting colleagues in-person is not possible, your supervisor will ensure virtual introduction meetings are scheduled

## Welcome / Resource Overview

- Start exploring university-wide resources here: [University of Maine System \(UMS\) Portal](#). This is a single sign-on system, so employees can launch Gmail, Zoom, Google Drive, Marketplace, Concur, MaineStreet, UMS Academy, etc. all from here. Be sure to peruse the dropdown menus (MaineStreet, UM Quick Links, UMS Quick Links, etc.) under the launch pad to find many UMS resources linked here for easy access.



- Start exploring the [UMaine Cooperative Extension](#) and [Plugged In](#) websites
- Read through [Extension's Mission & Vision in the Policy Manual](#)
- Review your job description to ensure all expectations are understood
- Your supervisor will discuss with you 1) the option to have a mentor and 2) selecting one from either your program or field of focus, or someone from your employee category. You will make the final selection for your mentor (*dependent on availability*).

Notes: \_\_\_\_\_  
 \_\_\_\_\_

- Employee contact for when supervisor isn't available for questions: \_\_\_\_\_
- Procedure for handling in-person inquiries and requests (from the general public or fellow staff)

Notes: \_\_\_\_\_  
 \_\_\_\_\_

- Apply for a [UMaine Identification Card \(MaineCard\)](#) Either upload a photo online or schedule a visit to the Parking & Transportation Services Office in [DTAV Community Center](#) facing Rangeley Road on the Orono campus to take photo and pick it up.
  - The benefits to having a MaineCard include: UMaine identification, discounts and loadable payment method (Bear Bucks) for Orono campus Bear's Den and dining halls, Maine Bound Adventure Center, at Collins Center for the Arts, and more

- Learn more ways to use your MaineCard on the [Black Bear Bucks](#) site
- ☐ If you'd like, or if your position requires you to be in uniform, you may order Extension apparel:
  - As a new full time or part time permanent employee, you may select 1 new apparel item up to \$25 value with the University of Maine Cooperative Extension logo up to one year from your date of hire. Contact [Angela Martin](#) prior to placing an order.
  - Employees can view and purchase apparel styles available on the [online store](#).
- ☐ Enter your time on [MaineStreet](#) (below the MaineStreet drop down, select "Time Entry")
  - Your supervisor will show you how to find vacation or sick hours earned
  - Your supervisor will explain the procedure for requesting vacation or taking sick / personal days

## Information Technology & Communications

- ☐ Your supervisor will discuss IT and Communication tips
- ☐ Prepare your email signature (ask your supervisor if you need any guidance)
  - Include: name, position title, primary work / program location, UMaine Cooperative Extension, contact information
- ☐ For campus / county office-based employees:
  - Practice calling out from your telephone (dial 8 to call out, campus extensions using 1+last four digits)
  - Set up your voicemail greeting (include similar details as your email signature such as name and title and how best to reach you, ask your supervisor if you need any guidance)

Administrative Specialist, [Ella Glatter](#), will add you to general Google Groups, such as Extension All Staff, as well as those based on your position type (Extension Professionals, Extension Faculty, etc.) and county / location specific (Extension in Cumberland, 4-H Camps and Learning Centers, etc.). Your supervisor may suggest others for you to join.

## Safety Overview

- ☐ Your supervisor will provide a Safety Overview which will include:
  - Emergency procedures & evacuation routes, location of emergency exits and fire extinguishers (*if applicable for remote employees*)
  - Accident reporting procedures and how to report Worker's Compensation
  - Work area/specific safety procedures, such as shops, labs, etc. (*if applicable*)
  - Ergonomics products/services
  - Inclement weather policy as it relates to your location
- ☐ We encourage new employees to [Register for Campus Emergency Alerts](#) for Orono campus updates

## Professionalism Overview

Your supervisor will provide a Professionalism Overview (policies can be found in the [Policies & Procedures Manual](#) on Plugged In) which will include:

- Company property policies, professional and industry ethics, code of conduct policies, proprietary information policy
- Policy on cell phones / other technology and devices in the workplace
- Appropriate dress for public program events, lab safety, and more (*as necessary*)
- Department and/or supervisor expectations
- Preferences for communication with supervisor and colleagues –phone, email, one-on- one meetings
- Written/unwritten rules – (e.g., what does “on time” to a meeting look like, checking work email or working from home)
- Office culture and expectations – keeping office doors open/ closed, saying hello/goodbye, taking time to socialize with co-workers (*as applicable*)
- Expectations of position / job responsibilities
- Explain acceptable and unacceptable performance behaviors
- Acronyms & symbols related to campus and department

## First Week – First Month

### University of Maine System (UMS) Resources

- Read through the [UMaine Mission](#) and [UMaine Strategic Vision and Values](#)
- Get familiar with the [UMS Employee Manual](#). This website lists a wide range of resources including Administrative Practice Letters (APLs), a variety of policies (alcohol, drug, information privacy), facilities management, human resources, and so much more. Here are a few more key resources you may need in the first day / week of employment:
  - Human Resources [New Employee website](#)
  - [Faculty & Staff Resources](#)
  - [Employee Benefits Center website](#), [introductory video](#), contact: [benefits@maine.edu](mailto:benefits@maine.edu)
  - Payroll: [payroll@maine.edu](mailto:payroll@maine.edu)
  - Note that information from the relevant employee union (if applicable) is in the appointment letter sent via email and the union contract, or employee handbook for non-reps, is available online at the [UMS Labor Relations website](#)
- Explore the [UMS People Search Campus Directory](#)

## Extension Resources

- Read through the [Policies & Procedures Manual](#) on Plugged In
- Explore the [Extension-specific Staff Directory](#) to get to know fellow colleagues by name and program area. The Communications & Marketing Team will reach out to add your profile.
- Review UMaine Extension's [Operational Chart - Leadership Team](#). Your supervisor will highlight staff or key areas you may become involved with. *(out of date – stay tuned!)*
- Review the [Acronyms List](#) on Plugged In to become familiar with common acronyms used.
- For statewide organization updates and to keep folks up-to-date on University or state initiatives, please join [Extension Connections](#), hosted by Dean Hannah Carter on the first Monday each month. Recordings from previous months are available to view with the link above.
- We encourage you to join the [Extension Exchange](#), an informal, online session hosted by Beth Hawkyard, Assistant Director of Employee Engagement, on the third Friday each month. This is a great way to connect with staff, learn what Extension colleagues are up to, and add resources to their toolkit.
- For nationwide resources, we encourage you to explore [Extension Foundation](#) for tools such as the National Registry of Cooperative Extension Programs and Assets (NRCEPA) which enables Cooperative Extension professionals to register their projects, programs, or curriculum for nationwide collaboration among Cooperative Extension colleagues; or Connect which is a closed social media network for Cooperative Extension and other Land-grant University professionals, their community partners, and federal partners to disseminate information and resources, as well as finding subgroups to connect with (free to join).

## New Employee Training

**UMS Required Compliance training:** from the [mycampus launch pad](#), find the UMS Academy icon



- When you first jump in, you'll see a variety of boxes on the page, look under "Learning Pathways" for the "UMS Compliance Pathway for Employees" - this will lead you to 9 required modules.
  - These 9 modules cover basic safety; diversity, equity, and inclusion (DEI); emotional well-being; confidentiality and privacy; professional growth; and personal respect
- From searching all categories (search bar or scrolling) you will find a variety of courses (course design, website design, technology, Microsoft Suite programs, staff professional development - such as time management and other soft skills, etc. etc.) to enhance your current skills and knowledge.

**Extension-specific training:** [New Staff Orientation and Training link from Plugged In](#)

Angela Martin will contact you to register for a series of trainings led by Assistant Director of Employee Engagement, Beth Hawkyard (Human Resources Things to Know, Providing the Ultimate Customer Service Experience) as well as an in-person, on main campus orientation.

## Performance Management

- We encourage you to explore how [Performance Management](#) and Assessment are performed within UMS. Your supervisor should provide an overview of how your performance will be assessed.
- For Professionals: [Professional Career Ladder](#)
- For Faculty: [appointments, reappointments, promotion, continuing contracts, etc.](#)

## Professional Development Opportunities

- Extension provides the opportunity for employees to use [Flexible Staff Development Funds](#) on conferences, workshops, books, and other resources that would improve their effectiveness on the job. Supervisor approval is required.
- We encourage you to learn about the existing Extension committees and become familiar with their work. You may be able to join one and may discuss these options with your supervisor.

## Communications & Marketing, Technology, Web & Publications

- If your position requires you to produce publications, update websites and more, your supervisor will connect you with the Communications and Marketing Team.
- Plugged In's [Communications & Marketing page](#) includes great resources in this area.
- Email [extension.communications@maine.edu](mailto:extension.communications@maine.edu) with any questions.

## Travel, Purchasing and Expenses

- Extension's [Operations's Unit](#) web page includes information on the left side bar such as Administration Operations (listing Office of the Dean staff and how they can support employees), Purchasing and Travel. If the position responsibilities include purchasing and travel you will need to complete the appropriate credit card application. Training is offered by [Strategic Procurement](#) and frequent emails from them provide current purchasing information. Employees need to request access to MaineStreet, which you can do via your mycampus site, below the UM Quick Links.
- Travel policies and procedures

- If your position requires you to have the ability to reserve and drive an Extension vehicle, please contact Administrative Specialist, [Ella Glatter](#), for driver approval process instructions.

## Health and Wellbeing Resources

- [UMS Wellness Program](#) for information on fitness and recreation, employee assistance program, health coaching and more.
- [Fitness Center Vouchers and Rec Center information](#) across the state
- Mindfulness online Tues/Thurs with Extension colleagues, led by [Leslie Forstadt](#)

## Complete Resource Links Provided + Additional Links

- Melissa Gray: [melissa.gray@maine.edu](mailto:melissa.gray@maine.edu)
- Angela Martin: [angela.martin@maine.edu](mailto:angela.martin@maine.edu)
- UM Parking/Parking Permit: <https://umaine.edu/parking/>
- UMS Employee Manual: <https://www.maine.edu/system-employee-manual/>
- Faculty & Staff Resources: <https://umaine.edu/facultystaff/>
- UMaine Cooperative Extension: <https://extension.umaine.edu/>
- Plugged In: <https://extension.umaine.edu/plugged-in/>
- Extension's Mission & Vision in the Policy Manual: <https://extension.umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/section-one-organization/1-1/>
- UMaine Identification Card (MaineCard): <https://umaine.edu/mainecard/>
- Black Bear Bucks: <https://umaine.edu/mainecard/black-bear-bucks/>
- Extension Apparel: <https://umecoop.itemorder.com/shop/sale/>
- MaineStreet Time Entry: <https://mycampus.maine.edu/group/um/home>
- UMaine Mission: <https://umaine.edu/about/mission-2/>
- UMaine Strategic Vision and Values: <https://umaine.edu/visionandvalues/>
- Human Resources New Employee website: <https://umaine.edu/hr/new-employee-information/>
  - Employee Benefits Center website: <https://www.maine.edu/human-resources/benefits/>
  - introductory video: <https://www.youtube.com/watch?v=KJGSaHplVJc>, [benefits@maine.edu](mailto:benefits@maine.edu),
  - [payroll@maine.edu](mailto:payroll@maine.edu)
- UMS Labor Relations website for union contracts: <https://www.maine.edu/human-resources/labor-relations/>
- UMS People Search Campus Directory: <https://peoplesearch.maine.edu/>
- [Policies & Procedures Manual](#)
- Extension-specific Staff Directory: <https://extension.umaine.edu/people/>

- Operational Chart - Leadership Team: <https://extension.umaine.edu/plugged-in/wp-content/uploads/sites/54/2022/09/Operations-Chart-UMaine-Extension-Updated-March-2022.pdf>
- Acronyms List: <https://extension.umaine.edu/plugged-in/program-volunteer-resources/county-executive-committee/abbreviations-and-acronyms/>
- Extension Lunch & Learn Series: <https://extension.umaine.edu/about/dean/extension-lunch-and-learn-series/>
- Extension Connections: <https://extension.umaine.edu/about/dean/extension-connection/>
- Extension Foundation: <https://extension.org/>
- Register for (Orono) Campus Emergency Alerts: <https://umaine.edu/emergency/umaine-txt-%20registration/>
- New Staff Orientation and Training link from Plugged In: <https://extension.umaine.edu/plugged-in/hr/new-staff/>
- Performance Management: <https://mycampus.maine.edu/group/mycampus/performance-management>
- Professional Career Ladder: <https://extension.umaine.edu/plugged-in/hr/extension-professional-employees/>
- Faculty [appointments, reappointments, promotion, continuing contracts, etc.](#)
- Flexible Staff Development Funds: <https://extension.umaine.edu/plugged-in/policies-guidelines/policies-procedures-manual/section-three-personnel/3-4/>
- Communications & Marketing page: <https://extension.umaine.edu/plugged-in/technology-marketing-communications/>
- Email [extension.communications@maine.edu](mailto:extension.communications@maine.edu)
- Operations's Unit: <https://extension.umaine.edu/plugged-in/purchasing/>
- Strategic Procurement: <https://sites.google.com/a/maine.edu/strategic-procurement/>
- UMS Wellness Program: <https://mycampus.maine.edu/group/mycampus/wellness/>
- Fitness Center Vouchers and Rec Center information across the state: <https://gojira.its.maine.edu/confluence/display/HumanRes/0790.10+Fitness+Center+Vouchers>
- Leslie Forstadt: [leslie.forstadt@maine.edu](mailto:leslie.forstadt@maine.edu)

## Additional Links:

- University of Maine System campuses: <https://www.maine.edu/universities/>
- UMaine Calendar: <https://calendar.umaine.edu/events/>
- Orono campus map: <https://umaine.edu/campus-map/>