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| **ONBOARDING: New Employee 1st Week Events Checklist  for new hire** |

In addition to the 1st Day Events, we offer the following checklist of items to help you continue the onboarding process with your new employee during their 1st week on the job.

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| **GENERAL DEPARTMENT PROCEDURES AND EXPECTATIONS** |  |
| Discuss dress code requirements. |  |
| Review department standards regarding visitors, personal phone calls, copies, faxes, etc. |  |
| Discuss customer service expectations and phone etiquette. |  |
| Discuss work schedule, standing meetings/appointments, how leave requests should be made, overtime approval, and lunch/breaks. |  |
| Discuss how and when the employee will submit their leave report or timesheet. Information found at <http://hr.nmsu.edu/payroll/report-timeleave/>. |  |
| Discuss the NMSU Pay Schedules found at <http://hr.nmsu.edu/payroll/pay-schedule/>. |  |
| Discuss the option to enroll in Direct Deposit. Employees will automatically receive an invitation to signup via the onboarding process. If the employee prefers to receive a paper check, please inform him/her where the check may be picked up. |  |
| Review Job Description and expectations. |  |
| Provide department org chart and/or provide department staff list with telephone numbers. |  |
| Encourage employee to register for NMSU New Employee Orientation at <http://neo.nmsu.edu> (must use MyNMSU credentials). The session provides essential information about employment with NMSU and they are offered one-on-one assistance with enrolling in Benefits. Enrollment for benefits must occur within the first 31 days of employment.  **Note:** If you are at a remote campus, contact your HR Liaison to see if you have an orientation process locally. Your new hire is also encouraged to contact Benefit Services directly for any assistance they need in filling out benefits paperwork.\* |  |
| **EQUIPMENT AND SUPPLIES** |  |
| Review computer logon/logoff and locking procedures, password changing and confidentiality, automatic updates and department technical support/security requirements. |  |
| If employee will have access to NMSU records that contain sensitive or confidential information about students, employees, donors or other individuals, employee must complete the NMSU Non-Disclosure Agreement at <https://www.nmsu.edu/legal/nondisc.html>. This document should be retained in the departmental files. |  |
| Review phone equipment and system (i.e. calling on campus, calling off-campus, and voicemail setup) as well as online phonebook. |  |
| Show where to get or how to requisition supplies and equipment; include information on approval necessary for placing orders. |  |
| **OFFICE SAFETY** |  |
| Review Department Emergency Action Plan and department specific safety, security, and housekeeping procedures. |  |
| **Others?** Please review or discuss any other items required by your department. | |

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