**Non-Regular Employee
(Temporary/Student)**

**Departmental Recruitment and Onboarding Checklist**

The items listed on this checklist are generic to the University. Use this checklist as a guide to help ensure that the onboarding documentation for all temporary employees is complete, and to orient them to the department. The checklist should be initiated at the time recruitment begins. Add any information that is specific to your department or the position the employee will be filling. Once completed, the checklist should be placed in the departmental employee file.

## Recruitment and Onboarding Documentation

It is the responsibility of the department to provide the employee with forms and informational materials listed in this document. It is also the department’s responsibility to ensure that the employee attends all position specific training within a reasonable period of time.

**General NMSU Policies**

Several policies have been identified for the employee to review. These policies provide essential information to help the employee be successful at NMSU. This may be accomplished as self-paced required reading for the employee followed by a review and discussion with the supervisor to clarify information or answer questions. The most current policies can be found online at <http://legal.nmsu.edu>.

**Recommended Training**

Various NMSU departments offer training to build employee knowledge and skills in a wide variety of topics. These include the Center for Learning and Professional Development, Human Resource Services, Office of Institutional Equity, Employee Assistance Program, and the Teaching Academy. Training for most employees is at no cost to the department.

Several training courses have been identified as fundamental to helping the employee successfully adapt to the NMSU. These courses are scheduled throughout the year and should be attended as soon as possible.

**Required Job Specific Training & Orientation**

Environmental Health & Safety has developed general employee safety training for all employees, as well as specific training based on the type of job performed by the employee. All employees are required to take the Employee Safety training provided by Environmental Health and Safety (EH&S) ***within the first 60 days of employment***. This class explains EH&S related university policies and procedures to protect and promote a healthy university community. It is the responsibility of each department to determine what job specific health and safety training each employee needs and ensure that they attend the training. Training specific to the position should also be identified for the employee and scheduled as soon as possible. A list of job specific safety training offered by NMSU Environmental Health and Safety can be found on the EH&S website at <https://safety.nmsu.edu/training/ehs-class-descriptions/>. . Administrative, supervisory, and human resources training specific to positions can be found by visiting the Center for Learning and Professional Development website at [http://training.nmsu.edu](http://training.nmsu.edu/).

## Instructions

1. The department should print the employee and position information at the top of the checklist. The date received should be the date that the recruitment begins.
2. The supervisor in charge of the employee will place his/her name on the line for Supervisor.
3. The supervisor in charge of the employee should retain the original, with a copy to the employee.
4. Have the employee initial in the **Employee Initial** box that corresponds with the item that was completed.
5. The NMSU employee assigned to oversee or conduct the orientation should initial in the **NMSU Initial** box that corresponds with the item that was completed.
6. As each item is completed, put the date in the **Date Completed** box that corresponds to the item. **ITEMS LISTED WITH A RED ASTERISK (\*) ARE REQUIRED DOCUMENTS/ACTIONS.**
7. Place an “NA” in the Date Completed box for those items that are not applicable.
8. Comments may be added to explain discrepancies or to record other important information.

**Temporary Employee Departmental Onboarding Checklist**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aggie ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Onboarding New Employee** |
| **Onboarding Item** | **Date Complete** | **NMSU Initial** | **Comments** |
| **Prior to First Day** |
| Call and officially welcome the new employee after confirmation of acceptance. Provide contact information in the event of a question or issue. |  |  |  |
| Announcement of new employee’s arrival to department |  |  |  |
| Work Space: include department staff list with telephone numbers and list of main contacts for the employee’s position, office supplies, etc. |  |  |  |
| **New Hire Packet:** *Prepare and send the following documents to the new employee for completion prior to or if not completed, then on the first day of employment.***Employment Forms- return completed forms to HR Services*** I9 Form - <https://hr.nmsu.edu/form-i_9-e_verify/>
* W4 Form - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

 [Sensitive Duties Checklist](http://hr.nmsu.edu/wp-content/uploads/2013/04/E_F_Sensitive_Duties_Checklist-02.24.2020.docx): To be completed by the hiring department and submitted when a hiring action is initiated with Employment Services. * [Background Check Release Form](https://hr.nmsu.edu/wp-content/uploads/2017/11/Background-Check-Release-Form-02.24.2020.doc): Section 1 is to be completed by hiring department and Sections 2 and 3 are to be completed by the applicant. A signed release is required as part of the application process.
* Educational Retirement Board (ERB) Beneficiary Designation Form <https://benefits.nmsu.edu/retire/nmerb/beneficiary-designation/> \* (applicable for .26 FTE or greater)
* [Educational Retirement Board Employee Data Form](https://benefits.nmsu.edu/wp-content/uploads/sites/15/2013/04/NMERB-Beneficiary-Designation-Form-42.pdf)  (applicable for .26 FTE or greater)

**Campus Access Information*** Parking Permit Information <http://park.nmsu.edu/>
* ID Card Information <http://idcard.nmsu.edu/>\*
* Interactive Campus Map information <http://maps.nmsu.edu/>
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| **System Set-up/Electronic Access and Compliance** |
| * Establish MyNMSU account for email and other NMSU application access <https://my.nmsu.edu/> (if applicable) \*
* Direct Deposit- Login at <https://my.nmsu.edu/>, click the *Employee* tab then locate the *Direct Deposit* link within the *Banner Self Service* window.
* Signup for emergency notifications <https://myaccount.nmsu.edu/etm>

(More on emergency planning <https://emergencyplanning.nmsu.edu/>)* Computer Network Access (including department drives if applicable) \*
* Computer Access Request Forms for Banner, Canvas, Cognos, AiM, PeopleAdmin, EPAF, etc. as required by position\*
* Non-Disclosure Agreement *(appropriate use of confidential information – only required if employee will have system access and is retained in the employee department file*) <https://www.nmsu.edu/legal/nondisc.html>
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| **New Employee Orientation** |
| **Onboarding Item** | **Date Complete** | **Employee Initial** | **NMSU Initial** | **Comments** |
| **Welcome New Employee** |
| Personally welcome employee and introduce to the department staff |  |  |  |  |
| Provide tour of work area: restrooms, break room, mail room, etc. Review operation of office equipment (copier codes, fax instructions, etc.) |  |  |  |  |
| Provide information regarding department structure, culture, history, and environment |  |  |  |  |
| Provide HR Liaisons/Business Manager information – Roles and Directory <http://hr.nmsu.edu/contacts/division-contacts/> |  |  |  |  |
| Visit location of the informational department/unit bulletin board, containing required legal compliance information (EEO, OSHA Right to Know, FMLA) and job postings\* |  |  |  |  |
| Ensure that documentation of any licensure required for the job is provided for record (i.e. driver’s license, trade license, etc.)\* |  |  |  |  |
| Order uniforms, shirts and personal protective equipment (safety shoes, eye protection, respirator, lab coat, etc.) if applicable |  |  |  |  |
| Issue keys (if applicable) and discuss office access <http://af.nmsu.edu/wp-content/uploads/sites/4/2014/01/FS-Door-Key-Request.pdf> \* |  |  |  |  |
| **(First Week) Introduction to the Department and Training** |
| Review computer logon/logoff and locking procedures, password changing and sharing, automatic updates and department support/security requirements.  |  |  |  |  |
| Review Department Emergency Action Plan and department specific safety, security, and housekeeping |  |  |  |  |
| Discuss Dress Code requirements\* |  |  |  |  |
| Discuss work schedule, standing meetings and appointments, leave requests, overtime approval, lunch/breaks, reporting time |  |  |  |  |
| Review Job Description and expectations |  |  |  |  |
| Review department standards regarding visitors, personal phone calls, copies, faxes, etc. |  |  |  |  |
| Show where to get or how to requisition supplies and equipment. Include information on approval necessary for ordering |  |  |  |  |
| Discuss customer service expectations and phone etiquette. Review phone system and NMSU online phone directory |  |  |  |  |
| Meet with new employee at the end of the day to answer questions and find out how the day went |  |  |  |  |
| **Immediate Training:*** Register for Employee Safety training <http://safety.nmsu.edu/> (required within first 60 days)
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| * Exempt (salaried) Leave Reporting Instructions**\***: <http://training.nmsu.edu/CLPD/documents/chapter2exemptemployees.pdf>
* Non-Exempt (hourly) Timesheet Reporting Instructions**\***: <http://training.nmsu.edu/CLPD/documents/chapter3nonexemptemployees.pdf>
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| Review Pay Schedule: <http://hr.nmsu.edu/payroll/pay-schedule/>  |  |  |  |  |

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| **Orientation Up To Six Months** |
| **Onboarding Item** | **Date Complete** | **Employee Initial** | **NMSU Initial** | **Comments** |
| **First 30 Days of Employment** |
| **Administrative Rules and Procedures of NMSU (ARP):** *Provide the following policies to the new employee and discuss/answer questions and/or refer to human Resource Services for assistance.* \* |
| **Chapter 15: Information Management and Data Security*** 15.11 – Acceptable Use of ICT Equipment and Resources
* 15.12 – Computer Accounts
* 15.14 – Distribution of Information to NMSU Community
* 15.15 – NMSU Official E-Mail Address
* 15.16 – NMSU Office Software Standards
* 15.17 – Employee Access to Data and Potential Conflict of Interest
* 15.18 – Telephone Equipment Use
* 15.50 – NMSU Institutional Data Security
* 15.51 – NMSU Password Maintenance
* 15.52 – Computer Virus Scan Software
* 15.74 – Bandwidth Management
* 15.75 – Network Connection
* 15.76 – NMSU Wireless Network
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| **Chapter 3: Ethics, Equity and Equal Opportunity*** 3.25 Discrimination, Harassment and Sexual Misconduct on Campus
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| **Chapter 6: HR – Hiring, Work Rules and Assignments*** 6.01 Hiring (6.01 – 6.20)
 |  |  |  |  |
| **Chapter 8: HR – Benefits*** 8.40 Types of Authorized Leaves of Absence (8.4 - 8.56)
 |  |  |  |  |
| **Chapter 10: HR – Discipline and Dispute Resolution*** 10.10 Staff Disciplinary Action/Involuntary Termination
 |  |  |  |  |
| **Chapter 16: Safety and Risk Management*** 16.65 Drug and Alcohol Free University Community
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| **University Safety and Risk Management Policies and Training** |
| Review responsibility and accountability * 16.30 Authorization of Health and Safety Programs
* 16.31 Reporting of Work-Related Accidents/Incidents\*
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| Review EH&S training requirements for specific position: https://safety.nmsu.edu/training/safety-training-requirements/  |  |  |  |  |
| **90 Days to 6 Months of Employment** |
| **Compliance Training** |
| Computer and Data Security (web based training) <https://training.nmsu.edu/web-based-training>  |  |  |  |  |
| Discrimination (web based training)<https://training.nmsu.edu/web-based-training> |  |  |  |  |
| Preventing Harassment in the Academic and Workplace Setting<https://training.nmsu.edu/web-based-training> |  |  |  |  |
| **Other Training** |
| **Review and determine other training opportunities:** <http://training.nmsu.edu/business/> (recommendations below)* Customer Service Starts and Ends with YOU!
* Defensive Driving (required if position requires employee to drive university vehicles)
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**Additional Position Specific Training and Orientation**

| **Orientation Item** | **Date Complete** | **Employee Initial** | **NMSU Initial** | **Comments** |
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