UNIVERSITY of MARYLAND BALTIMORE

Manager's Checklist for New Campus Life Services Employees

EMPLOYEE INFORMATION

New Employee Name: _____   Start date: _____

Position: _____   Manager: _____

Pre-Hire

☐ 6 - 8 weeks prior to start date
- Contact Anna Borgerding to request office space, PC, phone, and to have data ports installed or activated

☐ 4 - 6 weeks prior to start date
- Complete New Employee IT Account Request Form and send to Christina Manoto
  - Be sure to add employee to appropriate Distribution Lists (DL-AA Campus Center, DL- AA CLS, DL-AA Academic Affairs, and any department specific distribution lists) at the bottom of the form
- Complete purchase request form for any software needed on their computer

☐ 1 – 2 weeks prior to start date
- Contact Christina Manoto to schedule New Employee Information meeting for Onboarding Day 2 (2 hour meeting)
- Contact Anna to have office/workstation nameplate made, to have office/workstation cleaned by housekeeping, and office key made

☐ If C1 employee, coordinate parking with parking office for new employee.

Onboarding Day 1 (Employee's 1st Day with HR)

☐ Send email to CLS list serve introducing new employee (CC: New Employee)

Onboarding Day 2 and Beyond (Employee's 2nd Day - in CLS)

☐ Introduce new hire to team.

☐ Review initial job assignments with new hire

☐ Review job description and performance expectations and standards with new hire

☐ Review job schedule and hours with new hire

☐ Review training plans and assist new hire with enrollment
- *i.e. Campus Enterprise Systems, Title IX, Sexual Harassment, HIPPA, etc.*

☐ Complete OneCard Access Form

☐ Attend New Employee Information Meeting with Chris Manoto to review the following:
- *Building & Campus Tour*
- *HR/Admin info session (logging into PC, logging into the portal, UMB Alerts, updating email address in eUMB Portal, travel, timesheets, holiday calendar, leave, POSC, payroll calendar, benefits, supply orders, copier & scanner access, purchase requests, business cards, reserving meeting space, setting up eduroam, setting email on cell phone, etc.)*