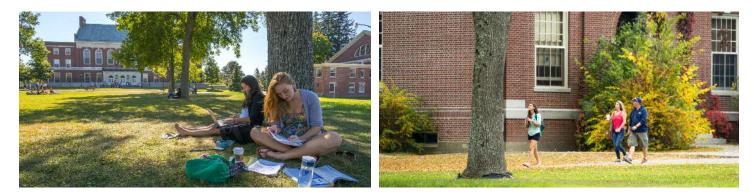


"UMaine is like a second home." — Dan Curran, Facilities Management, *7 years of service*



Employee Checklist

Before You Arrive

- Research your benefits
- $\hfill\square$ Review your appointment letter and return signed copy
- □ Review your job description (accompanies your appointment letter)
- Review your collective bargaining agreement and/or handbook
- □ Familiarize yourself with the <u>University of Maine Strategic Plan</u>

On Your First Day

- □ Visit Payroll to complete the required paperwork (you will need to bring a passport, photo ID, Social Security card and/or birth certificate)
- □ Meet with your supervisor for your departmental orientation

During Your First Week

- 🗌 Your supervisor will provide you with your MaineStreet ID. You will need your MaineStreet Employee ID for the following:
 - To visit the <u>IT Help Center</u> to set up your University of Maine System (UMS) username and password (this is what you will need to access MaineStreet, set up your email accounts and access the UMaine portal)
 - To visit the Maine Card Office in the Memorial Union for your Maine Card and parking pass
 - To enroll in benefits (you will receive an email to enroll, explore benefits section below)
- □ Familiarize yourself with <u>University of Maine Policies</u> and <u>Administrative Practice Letters (APL)</u>
- □ Familiarize yourself with <u>departmental policies</u>

During Your First Six Months

- □ Align your work with the goals of the University of Maine Strategic Plan
- □ Meet campus leadership
- Ask for a six-month evaluation. This is a great goal-setting opportunity, and a chance for you and your supervisor to talk about your progress.
- Complete mandatory trainings (equal opportunity, safety and environmental management)