

MAINE



“UMaine is like a second home.”

— Dan Curran, Facilities Management, *7 years of service*



Employee Checklist

Before You Arrive

- ☐ Research your [benefits](#)
- ☐ 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 [University of Maine Strategic Plan](#)

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 [IT Help Center](#) 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 [MaineCard Office](#) in the Memorial Union for your [MaineCard](#) and parking pass
 - To enroll in benefits (you will receive an email to enroll, explore benefits section below)
- ☐ Familiarize yourself with [University of Maine Policies](#) and [Administrative Practice Letters \(APL\)](#)
- ☐ Familiarize yourself with [departmental policies](#)

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)