“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)