COMPLETE THIS CHECKLIST ALONG WITH YOUR NEW EMPLOYEE EXPERIENCE JOURNEY

Get Started

- Go to newemployee.unm.edu and click on Your Lobo Journey to watch the new employee orientation presentation.

- Navigate through the bar located on the New Employee Experience webpage and review the following sections:

1. **Before Your First Day** (Service Center)
   - Sign your offer letter
   - Complete additional employment forms
   - Get your temporary parking permit
   - Review the UNM benefits available to you

2. **First Day**
   - Create Net ID
   - Set up your direct deposit
   - Complete W-4
   - Get your Employee ID (LoboCard and/or HSC Badge)
   - Get your office keys (Lock Shop)

3. **First Week**
   - Get a permanent parking permit
   - Complete your department’s orientation
   - Meet with your supervisor and team
   - Enroll in your Benefit plans before your 60th Day

4. **First Month**
   - Get to know MyUNM
   - Complete Mandatory Training and any department-specific training required
   - Are you an HSC employee? Be sure to complete HSC specific trainings

5. **First Three Months**
   - Explore the many resources and opportunities available to you as a Working Lobo, from recreational and fitness opportunities to continuing your education.

6. **Final Steps**
   - Meet with your supervisor for one-on-one performance discussions
   - Review six-month performance evaluation with your supervisor
   - Complete our survey about your onboarding experience!