

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!