

Month One Checklist

Be sure to complete this checklist by the end of your first month.



Employee Benefits	You have 30 days from your date of hire to finish enrolling in all your benefits. Review your benefits options carefully and contact our Benefits team at 508-856-2282 if you have any questions.	<input type="checkbox"/>
Conflict of Interest Training	<p>You must complete the required Conflict of Interest Training within the first 30 days of employment. This training provides a short summary of the key provisions of the conflict of interest law and follows up with questions to further your understanding of these provisions.</p> <ol style="list-style-type: none"> 1. Answer all 25 questions (this will probably take you between 20-40 minutes to complete). 2. Print out a copy of the certificate of completion to keep for your own records. Please note: you do not need to send anything in to HR. 3. You need to take this training every two years. 	<input type="checkbox"/>
Conflict of Interest Acknowledgement	Complete the acknowledgement of your receipt of the Summary of the Conflict of Interest Law.	<input type="checkbox"/>
Conflict of Interest Policy	Review the UMMS Conflict of Interest Policy.	<input type="checkbox"/>
Learning Opportunities	UMMS provides many opportunities for you to grow, both personally and professionally. Talk to your supervisor about registering for training programs and workshops available through Human Resources.	<input type="checkbox"/>
Work-Life & Wellness Programs	Find out how to take advantage of all the work-life and wellness opportunities that UMMS provides you as an employee.	<input type="checkbox"/>
Travel and Business Expense Policy & Procedure	Review the policy and procedures related to employee travel and expenses.	<input type="checkbox"/>
Commuting	Check out MassRIDES and enjoy the benefits of “green commuting.”	<input type="checkbox"/>
Campus Modernization	Learn about the campus modernization efforts at UMMS.	<input type="checkbox"/>

Flexible Work Arrangements FAQs	Review the Flexible Work arrangement Frequently Asked Questions.	<input type="checkbox"/>
Chancellor's Office	Review the organization charts. Learn about the University's mission, vision and values in the Strategic Plan .	<input type="checkbox"/>
HR Department Contact List	Review the Human Resource Contact list by Department for your Employment Specialist, HR Consultant, Compensation Specialist and ISSO Contact.	<input type="checkbox"/>