

Week One Checklist



Try to complete this checklist by the end of your first week.

UMMS Intranet	Become familiar with what is on the UMMS Intranet.	<input type="checkbox"/>
Department Contact List	Obtain from your supervisor or department admin.	<input type="checkbox"/>
Administrative Procedures	Learn about: <ul style="list-style-type: none"> • Ordering office supplies • Purchasing procedures • Booking conference rooms • Scheduling vacation time, personal time, sick time 	<input type="checkbox"/>
Performance Expectations	Set up time with your supervisor to review: <ul style="list-style-type: none"> • Your position description • The probationary period review • The performance appraisal form • Learning opportunities 	<input type="checkbox"/>
Departmental Overview	Review your department website and org chart if available	<input type="checkbox"/>
Department Goals	Talk with your supervisor and colleagues to learn more about your department and how it contributes to the UMMS mission.	<input type="checkbox"/>
Payroll	Learn how to view and print your online paycheck/pay advice as well as update direct deposit and W4/M4 information.	<input type="checkbox"/>
UMMS Policies & Procedures	Become knowledgeable about UMMS policies and procedures.	<input type="checkbox"/>
UMMS University Campus	Become familiar with the UMMS university campus.	<input type="checkbox"/>
Employee Conduct Policies	Please review the following policies so new employees are made aware of their individual responsibilities regarding business conduct and to familiarize themselves with these specific policies and guidelines. All new hires are required to review these policies.	<input type="checkbox"/>
Department of Public Safety	Review the Dept. of Public Safety website and ask your supervisor about building emergencies (e.g. where to go in the event of a fire alarm).	<input type="checkbox"/>
Orientation Resources	Review new hire orientation resources.	<input type="checkbox"/>
Workstation Ergonomics	Review the video to ensure your workstation has been set up properly. This interactive training program shows you what to look for in reviewing your own workstation and posture. Learn how you can work comfortably, more productively and do it at your own pace. Ask your manager for an ergonomic evaluation	<input type="checkbox"/>

	if you experience discomfort.	
Technology Support	Review the Campus Wide Services page for information related to computer and telecommunications support. Contact the Helpdesk with questions regarding login and passwords or any other technology need at 508 856-8643.	<input type="checkbox"/>
Campus Maps	Review the map of the Worcester/Shrewsbury buildings and directions to other UMMS facilities.	<input type="checkbox"/>
Paycheck/HR Direct	Review directions for accessing your paycheck.	<input type="checkbox"/>