



## The Recruitment is Completed...Now What?

Now that you are about to add a new member to your team, it is vital that you communicate the following pieces of information to your new employee:

### Before Employee's First Day:

- Human Resource Services will call employee to schedule an appointment to complete new hire paperwork including Form I-9
  - In order to complete their I-9 be sure to mention:
    - Photo ID and
    - Social Security Card, original or certified copy of birth certificate, or Passport
  - Failure to complete paperwork before start date may necessitate a delay in start date
- When and where to report to on their first day
- Where to park, a [parking map](#), and the link to purchase parking through the [parking portal](#)
- Setup up their computer user account and email with UM IT via a [New User account ticket](#).
  - This will also start the process to schedule a New User Orientation with a UM IT TEC to walk them through first time logins, educate your new team member on basic technology, and support at UM.
  - Additional information is available on the [Accessing Online Resources Page](#).
- If the new employee is eligible for medical benefits, the new employee will be emailed benefits enrollment information and instructions. If they have questions, please forward them to Rita Garland, HRS Benefits Specialist at [rita.garland@umontana.edu](mailto:rita.garland@umontana.edu).
  - Wellness Program: contact [Wellness](#)

### On Employee's First Day:

- Create a Warm Welcome by giving them a campus tour or by pairing them up with a mentor within the office.
- Provide information on [parking policies](#), obtaining office keys, and other services provided by [UM Police](#)
- Show them where and how to get their [Griz Card](#)
- Describe the [pay schedule](#)
- Describe the services provided by [UM Information Technology \(IT\)](#)
- Introduce and inform them of UM's [Priorities for Action](#) so they can be part of UM moving forward.
- Information on campus diversity may be found on the UM [Diversity](#) webpage.

### During Employee's First Month:

- Attend [New Employee Welcome \(NEW\)](#): HRS will invite the new employee to the next scheduled orientation. The NEW invitation will be part of their Welcome email sent from HRS.
  - Please ensure this is on your employee's calendar, and they attend.
- Provide information about the [Office of Organizational Learning and Development](#) (OOLD) and professional development opportunities including access to [LinkedIn Learning](#)
- Complete mandatory trainings:
  - Indian Education for All in Montana for One MUS – Available in Moodle
  - EO/Title IX Mandatory Reporter Training
    - Offered by [OOLD](#)
  - [FERPA Training](#)
  - [Annual Conflict of Interest Disclosure](#)