



State of New Mexico

Hiring Manager Checklist

Employee Name: _____ Manager Name: _____

- Request a state email address through your Agency IT Representative, CIO or Cabinet Secretary or Director via email to EnterpriseSupportDesk@state.nm.us
- Office Assignment (Office and file keys)
- Landline/Cell phone set up
- Computer set up (Agency specific computer program Access)
- Basic office supplies
- Gate and/or key card
- Identification Badge
- Introduction to Staff
- Open Evaluation
- Approve/deny Outside Employment Disclosure (if applicable)

Inform new employee of Agency specific trainings they need to attend

Follow up with new employee regarding enrollment in benefits within first two weeks of employment via on-line enrollment at www.mybenefitsnm.com