



Getting Oriented at Wellesley College

Key: Area of Focus	
	Logistics
	Relationships
	Culture and Community
	Required Action Items for New Employees

Before Your First Day		
Complete	Task	Person/Team Responsible
	Deliver Benefits Overview and Offer Letter. Conduct all pre-screening requirements	Human Resources
	If applicable, send an announcement to the community	Human Resources/Manager
	Populate calendar with Academic Calendar , standing meetings, initial meetings, some open times	Manager
	<p>Collect key information either electronically or hard copy such as a binder that contains:</p> <ul style="list-style-type: none"> • Generate list of key constituents, staff members, and peers and begin coordinating meetings as early as possible upon new leader's arrival • Role document, acronym document, phone and e-mail cheat sheets • Org. charts for the College and their office • Department annual report 	Manager
	<ul style="list-style-type: none"> • Ensure workspace is clean and stocked with basics for leader's arrival. Cleaning services and requests for furniture can be arranged using the Facilities Work Order form 	Manager
	Fill out the LTS New Hire form to request employee's computer and phone be prepared in advance of their arrival.	Manager
	Send any necessary or available files to new employees that they could review in advance	Manager
	Send list of light helpful readings (e.g. mission statement, other website links, news articles, profiles of alums, faculty, and staff) to	Manager
	Review the additional programs and resources that are available by going to the New Faculty and Staff page and the Work/Life Resources page under Human Resources	New Employee
	Visit the Library & Technology Services website to learn more about computer access and technology orientations.	New Employee

Consider sending the New Leader and Staff Questionnaire to your team	New Employee in Management Role
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On Your First Day & During Your First Week

Complete	Task	Person/Team Responsible
	For your first day please park in the Davis Parking Garage located on your right when entering campus from the Rte. 135 entrance. The Campus Police Department can give you a temporary parking pass. The Campus Police Department is adjacent to the Davis Parking Garage.	New Employee
	Meet with Human Resources to sign the necessary I-9 and W-4 paperwork and to receive an Orientation package. Make sure to bring the appropriate identification documents for I-9 completion (for acceptable I-9 documents click here)	New Employee
	After meeting with Human Resources, contact Campus Police for your ID card, parking assignment and decal (x2121)	New Employee
	Go to the Benefits page under Human Resources to learn more about your benefit choices. Sign up for a benefits orientation and enroll within 30 days of employment	New Employee
	Set up Duo for 2-Factor Authentication for Gmail and Workday. Call the Help Desk at x3333 to enroll immediately, or LTS will enroll you automatically by the end of your first week.	New Employee
	Complete online Data Security training .	New Employee
	To-Do list on desk	Manager/Team
	New User Technology Orientation w/ LTS staff. Call the Computing Help Desk at x3333 to schedule.	New Employee
	Building Tour & Meet and Greet	Manager
	Arrange lunch with manager, peer or staff as appropriate	Manager
	Contact the Admissions Office to participate in a Campus Tour (x2270)	New Employee
	Acquaint yourself with the Wellesley Fresh Website for dining options on campus (and limited hours during summer and student breaks)	New Employee
	Familiarize yourself with important policies	New Employee
	Complete online Title IX and non-discrimination training click here	New Employee
	Quality meeting time with staff	New Employee in Management Role
	Meet Peers and Key Constituents	Pre-arranged by Manager

During Your First Month

Complete	Task	Person/Team Responsible
	Complete the forms for the benefits you want within 30 days of your hire date. Your benefits will take effect the first day of the month following or coincident with your hire date	New Employee
	Schedule Controller's Office Training , including accounts payable & purchasing	New Employee
	Schedule Budget Training	New Employee
	Learn about the overall College structure , mission and your own division/department goals, mission and vision	New Employee
	Become familiar with Wellesley Experiences and Traditions	New Employee
	Meeting time with staff (ongoing)	New Employee in Management Role

Expectations During the First 6 Months

Complete	Task	Person/Team Responsible
	Review your role and specific responsibilities	New Employee
	Learn about performance expectations	New Employee
	Understand your short-term goals for the first months of employment	New Employee
	Review training and career development resources and discuss opportunities with your supervisor/chair	New Employee