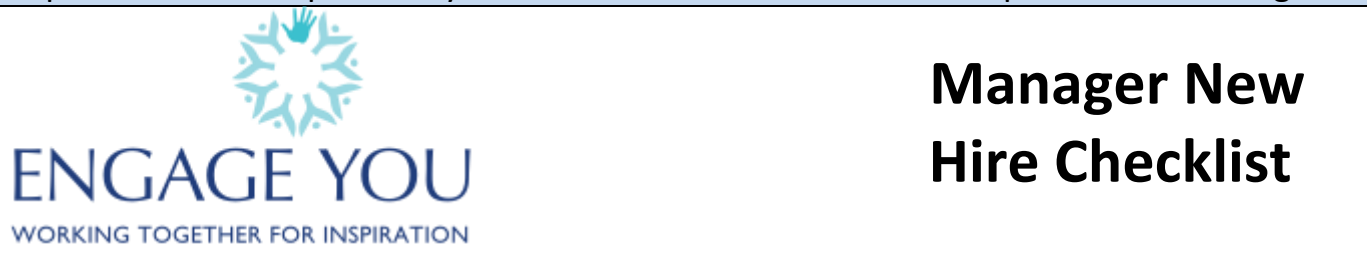Wellesley strives to create a welcoming and inclusive work environment, and your role in on-boarding your new employee is instrumental in creating a sense of belonging. Please follow this checklist and be thoughtful about your new employee's onboarding experience. The impression you make in the first few weeks is important and lasting.

ENGAGE YOU
WORKING TOGETHER FOR INSPIRATION

Manager New Hire Checklist

Employee Name:	Title:	Date of Hire:
Manager Name:		

Key Contacts

DaShawn Butner, HR Assistant	Db1@wellesley.edu	(781) 283-2210
Cristina DeGaetano, Employment Specialist	cdegaeta@wellesley.edu	(781) 283-3303
Sue Daganhardt, Assistant Director of Employment	sdaganha@wellesley.edu	(781) 283-2248
Sarah Staley, Associate Director of Talent Management	sstaley2@wellesley.edu	(781) 283-2214
LTS Help Desk	helpdesk@wellesley.edu	(781) 283-3333

What do I do as soon as possible before the first day?

- ☐ Encourage the employee to meet with Human Resources (e.g., I-9, W-4 forms, benefit options), become familiar with our Library and Technology Services (LTS) and contact the Campus Police (e.g., ID card, parking assignment and decal) before the first day of work to ensure that all paperwork is complete
- ☐ Fill out the LTS New Hire form to request employee's computer, phone, and folder access be prepared in advance of their arrival. Confirm that network access, e-mail, and phone are set-up and functioning
- ☐ Identify any department specific systems, google shared calendars, and google shared folders that the employee will need to access and share these permissions. Contact LTS with questions
- ☐ Call the Computing Help Desk at x3333 to schedule New User Orientation for the first day/week
- ☐ Populate calendar with Academic Calendar, standing meetings, initial meetings, etc.
- ☐ Prepare the work area: Ensure availability and cleanliness of the employee's work area (Cleaning services and requests for furniture can be arranged using the Facilities Work Order form). Order nameplate, business cards and stock the work space with supplies
- ☐ Prepare a New Employee Departmental Announcement
- ☐ Prepare a personal Welcome Letter for the employee to make sure he/she knows when and where to arrive and the itinerary for first day
- ☐ Establish a departmental personnel file and include a copy of the employee's resume, related appointment information and the role document
- ☐ Identify and set-up meetings with key contacts and stakeholders
- ☐ Compile a schedule for first week to help ease the transition. Contact the Admissions Office to schedule in a Campus Tour (x2270)
- ☐ Work with HR to assign a buddy to serve as a resource for the new hire (optional)
- ☐ Send list of light helpful readings (e.g. mission statement, other website links, news articles, profiles of alums, faculty, and staff) if needed
- ☐ Work with department members to assemble pertinent information, such as: Division/department goals, mission, vision; Department organizational chart and list of staff and phone extensions; Role documentation for the employee and any employees he/she will supervise; Office procedures/standards

	What should I do during the first day?
☐	Greet the new employee and introduce him/her to co-workers and the work area
☐	Tour the work area, supplies area and show him/her where to find the restrooms, coat closet and other equipment (copier, etc.)
☐	Explain the hours of work, including the hours the building/department is open; provide appropriate keys
☐	Review policies (Administrative Handbook, Business Conduct Policy) and reporting pertaining to sick time, vacation, personal time, including what the sick leave benefit is and how to report absences
☐	Tour the building and campus, pointing out different departments, exits and places to eat (Campus Map)
☐	Review the information gathered previously including goals, the organizational chart, the role document and office procedures and standards
☐	Discuss the schedule of activities for the first week
☐	Arrange for lunch – taking the new hire out, arranging for others to take him/her or having a team lunch
☐	Ensure that the employee has completed SANS training (http://www.wellesley.edu/lts/gettingstarted) and Title IX training (http://www.wellesley.edu/titleix). This is a good first day activity
☐	Identify training that the employee should take in their first few weeks (Finance, Systems, etc.); ensure that the employee has updated employee information and completed on-boarding in Workday
☐	Ask another employee to be available to the new hire for questions during his/her first days on the job
☐	Spend some time at the end of the day with the new hire to provide reassurance and let him/her know that you are glad he/she is here
	What should I do during the first week?
☐	Review building/campus rules on: smoking, security, emergency evacuation and workplace injuries
☐	Review the College's mission and values
☐	Explain expected interactions with others in the department and outside of the department
☐	Discuss the initial/interim review process and the performance management process in general
☐	Establish short-term goals and set longer term performance expectations. Make a note of the 90 day review date on your calendar.
	What should I do during the first three months?
☐	Meet with the new hire regularly to answer any questions and to ensure that he/she is becoming acclimated to the department and the College
☐	Review short-term goals with the new hire
☐	Regularly review his/her progress and provide feedback to him/her
☐	Review employee development opportunities with the employee and encourage participation, particularly OPEN Wellesley (Onboarding Program for Employees New to Wellesley)
☐	Complete the employee's 90 day Introductory Period Evaluation and submit the form to Human Resources