

Heller New Hire Onboarding Checklist

Onboarding: A long-term process that begins before an employee's start date and continues for at least six months. The hiring manager may add additional activities that are relevant to the new employee's area.

Onboarding Peer: A peer to the new employee who can assist in the Onboarding process and be a "go-to" person as directed by the manager

Note that processes can vary depending on the time of year that the new staff is hired.

PRIOR TO START DATE

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Human Resources		Hiring Manager/ Administrator		Onboarding Peer		Logistics	
	Send out Offer Package		Set up Arrival Time		Arrange a first week plan		Office door key, update office door name plate, add name to mailbox slot
	Process New Hire Form		Arrange for an Onboarding Peer		Clean and prepare work area, including basic office supplies		Computer set up (order new computer and have it configured by help desk, if applicable)
			Coordinate computer set-up with LTS help desk		Contact employee and introduce self		IT: Phone, voicemail, email, printing, shared drive access

FIRST WEEK OF EMPLOYMENT

FIRST WEEK OF EMPLOYMENT							
Human Resources		Hiring Manager/ Administrator		Onboarding Peer		Logistics	
	Assist employee with new hire paperwork on first day		Check in with new hire during and at end of first day to make feel welcome		Introduce to all department staff		Add to all Heller email list (can only be done once they have Brandeis email account), add to building contact list
	Sign up for benefits and new hire orientation		Complete any department documents		Prepare and discuss first week scheduled activities		Access to shared drive and departmental folders
	Provide instructions for parking sticker		Review work hours and building hours		Give campus and department tour including restroom, kitchen, supplies, etc.		Share Heller contact list (photo copy second side of this page), provide org. chart for Heller
	Provide instructions for picture ID		Review requests for leave and reporting time off		Provide information about Unet ID, campus safety, calendar, phone conference svc, copier, printers, mail, ordering supplies, IT Desk – (Ext 67782 or itservice@brandeis.edu), etc.		Help new hire subscribe to emergency alerts on BUSS
			Schedule a 10 – 15 minute meet and greet with Senior Manager		Share Heller & departmental resource list		Check Workday access
			Email about new hire to all staff				Access to room reservations

FIRST SIX MONTHS OF EMPLOYMENT

FIRST SIX MONTHS OF EMPLOYMENT							
Human Resources		Hiring Manager/ Administrator		Onboarding Peer			
	Check in with employee around 30 days		Review Job Description with employee and set goals		Discuss office etiquette		
	Check in with manager and employee around 60 days		Assess performance during 6 month review period		Introduce to employees in other work areas		
	Check in with manager before 6 months		Plan and arrange for training/development		Check in with new hire about doing Title IX training		

Brandeis Contacts/Resources

UNIVERSITY DEPT.	Details/Contacts
Accounts Payable , 6-4500, accountspayable@brandeis.edu Brandeis Marketplace via : http://www.brandeis.edu/business-finance/procurement-business/	- Paola Briamonte (Buyer and Systems Administrator - Buyer, P-Card Administrator, MarketPlace+ Administrator), 6-4510, paolab@brandeis.edu - Katie Gagnon (Manger, Accounts Payable - AP processing, honorarium, travel and expense reimbursements, travel advancements, payment cycles), 6-4303, kcgagnon@brandeis.edu - James Munger (Procure to Pay Assistant), 6-8304, jmunger@brandeis.edu
Brandeis Box https://brandeis.account.box.com/login	For document sharing – always use instead of Dropbox for security
Business Cards & Stationery , 6-4200 https://www.brandeis.edu/communications/index.html	Office of Communications – Vendor: Order via the Brandeis/Fenway Group online portal (https://brandeis.fenwayprint.com/login) More Information: Jessica Quirk (jquirk@brandeis.edu)
Computer, Phones, Copier Connection , 6-7782 https://help.brandeis.edu/ Complete Request Form	Call for tech support and set up
Copiers http://www.brandeis.edu/business-finance/procurement-business/	Ricoh Copiers (visit myricoh.com for machine supplies & service)
Campus Copy Center , 6-4530 http://www.brandeis.edu/services/copycenter/index.html	printing, copies, signs (located in Usdan Student Ctr, Lower Level)
External Relations (Media, etc)	- Julie Jette (Interim Senior Vice President Communications, Marketing and External Relations), 6-4202, jette@brandeis.edu
Facilities , 6-4385 http://www.brandeis.edu/facilities/ Complete Work Order request online/Call and indicate location	Building supplies & issues (i.e., leaks, room temp, clean up, maintenance, custodial services)
Faculty Club , 6-4820	Information: https://www.brandeis.edu/university-events/departments/spaces/faculty-club.html . Reservations: fcreservations@brandeis.edu
Tech Help Desk , 6-4357	Computer or tech support
Title IX Coordinator	- Jacob Tabor (Director, Office of Equal Opportunity) jacobtabor@brandeis.edu , or 781-736-4802, brandeis.edu/equal-opportunity
Mail Room , 6-4236, mailcenter@brandeis.edu	Mail questions (located in Usdan Student Center, Lower Level)
Media Tech Services , 6-4632 http://its.brandeis.edu/courses/classroom_instructions.html	- Eli Jacobson (Lecture and class recording), 6-4614, ejacobson@brandeis.edu
Procurement (Purchasing) , 6-4500 procurement@brandeis.edu Brandeis Marketplace via : http://www.brandeis.edu/business-finance/procurement-business/	- Courtney Sampson (Director of Procurement and Accounts Payable - Procurement Operations, Accounts Payable Operations, MarketPlace+ Administrator, Travel, P-Card Administrator, Supplier Enablement), 6-4266, csampson@brandeis.edu - Ellie Hunter (Strategic Sourcing Manager - Sourcing, Contracts, Furniture, Insurance Requirements, UPS Administrator, P-Card Administrator, MarketPlace+ Administrator, Supplier Enablement), 6-4484, ehunter@brandeis.edu - Mark Jay (Buyer and Contract Administrator), 6-4505, mjay001@brandeis.edu - Paola Briamonte (Buyer and Systems Administrator - Buyer, P-Card Administrator, MarketPlace+ Administrator), 6-4510, paolab@brandeis.edu
University Events , 6-4300,	University Events is responsible for coordinating events that take place on campus, from a small department meeting to commencement and everything in between. Visit the department events webpage.
Zoom Conference https://brandeis.zoom.us/	Up to 1K participants (voice&video)

Campus Emergency: x6-3333 (Faster response than 9-1-1, same service); **Non-Emergency/Public Safety:** x6-5000

Building Evacuation: Usdan Student Center (primary evacuation destination, T Lot across the street from Heller (emergency transportation staging area))

Heller Contacts/Resources

HELLER DEPT.	Details
Grants Administration	- Lyudmila Bagnyuk (Manager, Pre-Award Grant Administration), 6-3910, bagnyuk@brandeis.edu - Gayle Fraser (Senior Grants Administrator, Post-award). gfraser@brandeis.edu - Linda Ballerini (Senior Grants Administrator), 6-3976, lmb2470@brandeis.edu
Accounts Payable	- Dianne Qualter Associate Director, Finance and Operations), 6-8302, dqualter@brandeis.edu
Alumni/Development	- Courtney Lombardo (Associate Director, Development and Alumni Relations), 6-3808, clombard@brandeis.edu
Communications	-Contact Joanne Beswick, Executive Administrator beswick@brandeis.edu
Computer System & Security	- David Reynolds (Senior Systems and Security Engineer), 6-3889, reynolds@brandeis.edu
Dean's Office	- Joanne Beswick (Executive Administrator and Assistant to the Dean), 6-3883, beswick@brandeis.edu - Julia Brown (Senior Department Coordinator, Dean's Office), 6-3895, brownjulia54@brandeis.edu
Heller Events, HellerEvents@brandeis.edu Room Reservations	Use online form http://heller.brandeis.edu/events/request-form/index.html
Notary Public	- Amy AbuShanab (Assistant Director, Lurie Institute), 6-3799, aabushanab@brandeis.edu - Dianne Qualter (Budget Manager), 6-8302, dqualter@brandeis.edu
Lactation Room	Room 154 in Heller Brown Contact Victoria Felson (vfelson@brandeis.edu) for access
Operations Email list, bldg. master key, Heller storage management & office set up questions	- Dianne Qualter (Associate Director, Finance & Operations), 6-3930, dqualter@brandeis.edu Master Key; Storage; Office Set-up Joanne Beswick (Exec Administrator), 6-3931, Master key Victoria Felson (Sr. HR Liaison), 6-3930, Email list
Timesheets	- Victoria Felson (Sr. HR Liaison), 6-3930 vfelson@brandeis.edu
Websites/Newsletters	- Alex Rubington (Web Manager), 6-3927, arubingt@brandeis.edu
Heller Resource Support Contact Person If you have tried to obtain assistance using the resources on this sheet and still need help, you may contact the Dean's Operating Committee for assistance according to this schedule:	MONDAY - Cindy Thomas, Associate Dean, Research; 6-3921; cthomas@brandeis.edu TUESDAY – TBD WEDNESDAY - Joel Cutcher-Gershenfeld, Associate Dean, Academics, 6-3998; joelcg@brandeis.edu THURSDAY - Ravi Lakshmikanthan, Associate Dean, Global and Strategic Initiatives, 6-2753; kanthan@brandeis.edu FRIDAY - Any of the above