

## 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					
Human Resources		Hiring Manager/ Administrator		Onboarding Peer	
<input type="checkbox"/>	Send out Offer Package	<input type="checkbox"/>	Set up Arrival Time	<input type="checkbox"/>	Arrange a first week plan
<input type="checkbox"/>	Process New Hire Form	<input type="checkbox"/>	Arrange for an Onboarding Peer	<input type="checkbox"/>	Clean and prepare work area, including basic office supplies
		<input type="checkbox"/>	Coordinate computer set-up with LTS help desk	<input type="checkbox"/>	Contact employee and introduce self
FIRST WEEK OF EMPLOYMENT					
Human Resources		Hiring Manager/ Administrator		Onboarding Peer	
<input type="checkbox"/>	Assist employee with new hire paperwork on first day	<input type="checkbox"/>	Check in with new hire during and at end of first day to make feel welcome	<input type="checkbox"/>	Introduce to all department staff
<input type="checkbox"/>	Sign up for benefits and new hire orientation	<input type="checkbox"/>	Complete any department documents	<input type="checkbox"/>	Prepare and discuss first week scheduled activities
<input type="checkbox"/>	Provide instructions for parking sticker	<input type="checkbox"/>	Review work hours and building hours	<input type="checkbox"/>	Give campus and department tour including restroom, kitchen, supplies, etc.
<input type="checkbox"/>	Provide instructions for picture ID	<input type="checkbox"/>	Review requests for leave and reporting time off	<input type="checkbox"/>	Provide information about Unet ID, campus safety, calendar, phone conference svc, copier, printers, mail, ordering supplies, IT Desk – (Ext 67782 or <a href="mailto:itservice@brandeis.edu">itservice@brandeis.edu</a> ), etc.
		<input type="checkbox"/>	Schedule a 10 – 15 minute meet and greet with Senior Manager	<input type="checkbox"/>	Share Heller & departmental resource list
		<input type="checkbox"/>	Email about new hire to all staff	<input type="checkbox"/>	
FIRST SIX MONTHS OF EMPLOYMENT					
Human Resources		Hiring Manager/ Administrator		Onboarding Peer	
<input type="checkbox"/>	Check in with employee around 30 days	<input type="checkbox"/>	Review Job Description with employee and set goals	<input type="checkbox"/>	Discuss office etiquette
<input type="checkbox"/>	Check in with manager and employee around 60 days	<input type="checkbox"/>	Assess performance during 6 month review period	<input type="checkbox"/>	Introduce to employees in other work areas
<input type="checkbox"/>	Check in with manager before 6 months	<input type="checkbox"/>	Plan and arrange for training/development	<input type="checkbox"/>	Check in with new hire about doing Title IX training

<b>Brandeis Contacts/Resources</b>	
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UNIVERSITY DEPT.	Details/Contacts
<b>Accounts Payable</b> , 6-4500, <a href="mailto:accountspayable@brandeis.edu">accountspayable@brandeis.edu</a> Brandeis Marketplace via : <a href="http://www.brandeis.edu/business-finance/procurement-business/">http://www.brandeis.edu/business-finance/procurement-business/</a>	<b>-Paola Briamonte</b> (Buyer and Systems Administrator - Buyer, P-Card Administrator, MarketPlace+ Administrator), 6-4510, paolab@brandeis.edu <b>-Katie Gagnon</b> (Accounts Payable Administrator - AP processing, honorarium, travel and expense reimbursements, travel advancements, payment cycles), 6-4303, kcgagnon@brandeis.edu <b>-James Munger</b> (Procure to Pay Assistant), 6-8304, jmunger@brandeis.edu
<b>Brandeis Box</b> <a href="https://brandeis.account.box.com/login">https://brandeis.account.box.com/login</a>	For document sharing – always use instead of Dropbox as it is more secure.
<b>Business Cards &amp; Stationery</b> , 6-4200 <a href="https://www.brandeis.edu/communications/index.html">https://www.brandeis.edu/communications/index.html</a>	Office of Communications – see Services (special login required)
<b>Computer, Phones, Copier Connection</b> , 6-7782 <a href="https://help.brandeis.edu/">https://help.brandeis.edu/</a> Complete Request Form	Call for tech support and set up
<b>Conference &amp; Events</b> , 6-4300, <a href="mailto:ces@brandeis.edu">ces@brandeis.edu</a> <a href="http://www.brandeis.edu/ces/">http://www.brandeis.edu/ces/</a>	Brandeis (beyond Heller) room reservations, on-campus catering
<b>Copiers</b> <a href="http://www.brandeis.edu/business-finance/procurement-business/">http://www.brandeis.edu/business-finance/procurement-business/</a>	Ricoh Copiers (visit myricoh.com for machine supplies & service)
<b>Copy Center</b> , 6-4530 <a href="http://www.brandeis.edu/services/copycenter/index.html">http://www.brandeis.edu/services/copycenter/index.html</a>	printing, copies, signs (located in Usdan Student Ctr, Lower Level)
<b>External Relations</b> (Media, etc)	<b>-Ira Jackson</b> (Executive Vice President Communications and External Relations), 6-3993, irajackson@brandeis.edu <b>-Max Pearlstein</b> (Assistant Vice President for Communications and External Relations), <a href="mailto:maxp@brandeis.edu">maxp@brandeis.edu</a> , 6-4213
<b>Facilities</b> , 6-4385 <a href="http://www.brandeis.edu/facilities/">http://www.brandeis.edu/facilities/</a> Complete Work Order request online/Call and indicate location	Building supplies & issues (i.e., room temp, clean up, maintenance)
<b>Faculty Club</b> , 6-4820	Reservations required for groups 6+
<b>Tech Help Desk</b> , 6-4357	Computer or tech help
<b>Title IX Coordinator</b>	<b>-Elizabeth Herriott Tierney</b> (Director, Employee & Labor Relations, and Compliance), 6-4456, etierney@brandeis.edu
<b>Mail Room</b> , 6-4236, <a href="mailto:mailcenter@brandeis.edu">mailcenter@brandeis.edu</a>	Mail questions (located in Usdan Student Center, Lower Level)
<b>Media Tech Services</b> , 6-4632 <a href="http://its.brandeis.edu/courses/classroom_instructions.html">http://its.brandeis.edu/courses/classroom_instructions.html</a>	<b>-Eli Jacobson</b> (Lecture and class recording), 6-4614, ejacobson@brandeis.edu <b>-Dan Jennings</b> (Media Technology and Computing Specialist), 6-4637, djennings@brandeis.edu
<b>Procurement (Purchasing)</b> , 6-4500 <a href="mailto:procurement@brandeis.edu">procurement@brandeis.edu</a> Brandeis Marketplace via : <a href="http://www.brandeis.edu/business-finance/procurement-business/">http://www.brandeis.edu/business-finance/procurement-business/</a>	<b>-Courtney Sampson</b> (Director of Procurement and Accounts Payable - Procurement Operations, Accounts Payable Operations, MarketPlace+ Administrator, Travel, P-Card Administrator, Supplier Enablement), 6-4266, csampson@brandeis.edu <b>-Ellie Hunter</b> (Strategic Sourcing Manager - Sourcing, Contracts, Furniture, Insurance Requirements, UPS Administrator, P-Card Administrator, MarketPlace+ Administrator, Supplier Enablement), 6-4484, ehunter@brandeis.edu <b>-Mark Jay</b> (Buyer and Contract Administrator), 6-4505, mjay001@brandeis.edu <b>-Paola Briamonte</b> (Buyer and Systems Administrator - Buyer, P-Card Administrator, MarketPlace+ Administrator), 6-4510, paolab@brandeis.edu
<b>Zoom Conference</b> <a href="https://brandeis.zoom.us/">https://brandeis.zoom.us/</a>	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 Meeting Location:** Usdan Student Center, Levin Ballroom (or T Lot across the street from Heller)

Heller Contacts/Resources	
HELLER DEPT.	Details
<b>Accounts Payable (Grants)</b>	- <b>Elaine Kennen</b> (Associate Director, Research Accounting), 6-3908, <a href="mailto:kennen@brandeis.edu">kennen@brandeis.edu</a> - <b>Linda Ballerini</b> , 6-3976, <a href="mailto:lmb2470@brandeis.edu">lmb2470@brandeis.edu</a> - <b>Lyudmila Bagnyuk</b> (Senior Grants Administrator), 6-3910, <a href="mailto:bagnyuk@brandeis.edu">bagnyuk@brandeis.edu</a>
<b>Accounts Payable</b>	- <b>Dianne Qualter</b> (Budget Manager), 6-8302, <a href="mailto:dqualter@brandeis.edu">dqualter@brandeis.edu</a>
<b>Alumni/Development</b>	- <b>Kate Kaplan</b> (Director, Development and Alumni Relations), 6-3906, <a href="mailto:katekaplan@brandeis.edu">katekaplan@brandeis.edu</a>
<b>Communications</b>	- <b>Bethany Romano</b> (Director of Communications), 6-3961, <a href="mailto:bromano@brandeis.edu">bromano@brandeis.edu</a>
<b>Computer System &amp; Security</b>	- <b>David Reynolds</b> (Senior Systems and Security Engineer), 6-3889, <a href="mailto:reynolds@brandeis.edu">reynolds@brandeis.edu</a> - <b>Ron Etlinger</b> (Chief Administrative Officer), 6-3902, <a href="mailto:etlinger@brandeis.edu">etlinger@brandeis.edu</a>
<b>Dean's Office</b>	- <b>Meaghan Cummings</b> (Executive Administrator and Assistant to the Dean), 6-3883, <a href="mailto:meaghanc@brandeis.edu">meaghanc@brandeis.edu</a> - <b>Suzannah Scanlon</b> (Senior Department Coordinator, Dean's Office), 6-3939, <a href="mailto:slspeace@brandeis.edu">slspeace@brandeis.edu</a>
<b>Heller Events,</b> <a href="mailto:HellerEvents@brandeis.edu">HellerEvents@brandeis.edu</a> Room Reservations	Use online form <a href="http://heller.brandeis.edu/events/request-form/index.html">http://heller.brandeis.edu/events/request-form/index.html</a>
<b>Timesheets</b>	- <b>Denise Campbell</b> (Senior Accounting Associate), 6-3980, <a href="mailto:dacmpl@brandeis.edu">dacmpl@brandeis.edu</a>
<b>Notary Public</b>	- <b>Amy AbuShanab</b> (Assistant Director, Lurie Center), 6-3799, <a href="mailto:aabushanab@brandeis.edu">aabushanab@brandeis.edu</a> - <b>Dianne Qualter</b> (Budget Manager), 6-8302, <a href="mailto:dqualter@brandeis.edu">dqualter@brandeis.edu</a>
<b>Operations</b> Email list, bldg. master key, Heller storage management & office set up questions	- <b>Linda Purrini</b> (Associate Director, Operations), 6-3930, <a href="mailto:purrini@brandeis.edu">purrini@brandeis.edu</a>
<b>Websites/Newsletters</b>	- <b>Alex Rubington</b> (Web Manager), 6-3927, <a href="mailto:arubingt@brandeis.edu">arubingt@brandeis.edu</a>