## 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

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

### FIRST WEEK OF EMPLOYMENT

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Assist employee with new hire paperwork on first day</td>
<td>Check in with new hire during and at end of first day to make feel welcome</td>
<td>Introduce to all department staff</td>
<td>Add to all Heller email list (can only be done once they have Brandeis email account), add to building contact list</td>
</tr>
<tr>
<td>Sign up for benefits and new hire orientation</td>
<td>Complete any department documents</td>
<td>Prepare and discuss first week scheduled activities</td>
<td>Access to shared drive and departmental folders</td>
</tr>
<tr>
<td>Provide instructions for parking sticker</td>
<td>Review work hours and building hours</td>
<td>Give campus and department tour including restroom, kitchen, supplies, etc.</td>
<td>Share Heller contact list (photo copy second side of this page), provide org. chart for Heller</td>
</tr>
<tr>
<td>Provide instructions for picture ID</td>
<td>Review requests for leave and reporting time off</td>
<td>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.</td>
<td>Help new hire subscribe to emergency alerts on BUSS</td>
</tr>
<tr>
<td>Schedule a 10 – 15 minute meet and greet with Senior Manager</td>
<td></td>
<td>Share Heller &amp; departmental resource list</td>
<td></td>
</tr>
<tr>
<td>Email about new hire to all staff</td>
<td></td>
<td>Check Workday access</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Access to room reservations</td>
<td></td>
</tr>
</tbody>
</table>

### FIRST SIX MONTHS OF EMPLOYMENT

<table>
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<tr>
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<th></th>
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<tbody>
<tr>
<td>Check in with employee around 30 days</td>
<td>Review Job Description with employee and set goals</td>
<td>Discuss office etiquette</td>
<td></td>
</tr>
<tr>
<td>Check in with manager and employee around 60 days</td>
<td>Assess performance during 6 month review period</td>
<td>Introduce to employees in other work areas</td>
<td></td>
</tr>
<tr>
<td>Check in with manager before 6 months</td>
<td>Plan and arrange for training/development</td>
<td>Check in with new hire about doing Title IX training</td>
<td></td>
</tr>
</tbody>
</table>

Office of Human Resources, June 2009
Heller School, Onboarding Subcommittee, Dec 2020
**UNIVERSITY DEPT.** | **Details/Contacts**  
---|---  
Accounts Payable, 6-4500, [accountspayable@brandeis.edu](mailto:accountspayable@brandeis.edu)  
- **Paola Briamonte** (Buyer and Systems Administrator - Buyer, P-Card Administrator, 6-4510, paolab@brandeis.edu)  
- **Katie Gagnon** (Accounts Payable Administrator - 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](https://brandeis.account.box.com/login)  
For document sharing – always use instead of Dropbox as it is more secure.  
**Business Cards & Stationery**, 6-4200  
[https://www.brandeis.edu/communications/index.html](https://www.brandeis.edu/communications/index.html)  
Office of Communications – see Services (special login required)  
**Computer, Phones, Copier Connection**, 6-7782  
[https://help.brandeis.edu/](https://help.brandeis.edu/)  
Complete Request Form  
Call for tech support and set up  
**Conference & Events**, 6-4300, [ces@brandeis.edu](mailto:ces@brandeis.edu)  
[http://www.brandeis.edu/ces/](http://www.brandeis.edu/ces/)  
Brandeis (beyond Heller) room reservations, on-campus catering  
**Copiers**  
Ricoh Copiers (visit myricoh.com for machine supplies & service)  
**Copy Center**, 6-4530  
[http://www.brandeis.edu/services/copycenter/index.html](http://www.brandeis.edu/services/copycenter/index.html)  
printing, copies, signs (located in Usdan Student Ctr, Lower Level)  
**External Relations** (Media, etc)  
- **Dan Kim** (Senior Vice President Communications, Marketing and External Relations), 6-3993, dankim@brandeis.edu  
- **Max Pearlstein** (Assistant Vice President for Communications and External Relations), [maxp@brandeis.edu](mailto:maxp@brandeis.edu), 6-4213  
**Facilities**, 6-4385  
[http://www.brandeis.edu/facilities/](http://www.brandeis.edu/facilities/)  
Complete Work Order request online/Call and indicate location  
Building supplies & issues (i.e., room temp, clean up, maintenance)  
**Faculty Club**, 6-4820  
Reservations required for groups 6+  
**Tech Help Desk**, 6-4357  
Computer or tech help  
**Title IX Coordinator**  
- **Sonia Jurado** (Director, Office of Equal Opportunity), 6-4802, sjurado@brandeis.edu  
**Mail Room**, 6-4236, [mailcenter@brandeis.edu](mailto:mailcenter@brandeis.edu)  
Mail questions (located in Usdan Student Center, Lower Level)  
**Media Tech Services**, 6-4632  
[http://lts.brandeis.edu/courses/classroom_instructions.html](http://lts.brandeis.edu/courses/classroom_instructions.html)  
- **Eli Jacobson** (Lecture and class recording), 6-4614, ejacobson@brandeis.edu  
- **Dan Jennings** (Media Technology and Computing Specialist), 6-4637, djennings@brandeis.edu  
**Procurement (Purchasing)**, 6-4500  
[procurement@brandeis.edu](mailto:procurement@brandeis.edu)  
- **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  
**Zoom Conference**  
[https://brandeis.zoom.us/](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 Meeting Location**: Usdan Student Center, Levin Ballroom (or T Lot across the street from Heller)
<table>
<thead>
<tr>
<th>Heller Contacts/Resources</th>
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<tr>
<td><strong>HELLER DEPT.</strong></td>
<td><strong>Details</strong></td>
</tr>
</tbody>
</table>
| Accounts Payable (Grants) | - Elaine Kennen (Associate Director, Research Accounting), 6-3908, kennen@brandeis.edu  
- Linda Ballerini, 6-3976, lmb2470@brandeis.edu  
- Lyudmila Bagnyuk (Senior Grants Administrator), 6-3910, bagnyuk@brandeis.edu |
| Accounts Payable | - Dianne Qualter (Budget Manager), 6-8302, dqualter@brandeis.edu |
| Alumni/Development | - Kate Kaplan (Director, Development and Alumni Relations), 6-3906, katekaplan@brandeis.edu |
| Communications | - Bethany Romano (Director of Communications), 6-3961, bromano@brandeis.edu |
| Computer System & Security | - David Reynolds (Senior Systems and Security Engineer), 6-3889, reynolds@brandeis.edu  
- Ron Etlinger (Chief Administrative Officer), 6-3902, etlinger@brandeis.edu |
| Dean’s Office | - Joanne Beswick (Executive Administrator and Assistant to the Dean), 6-3883, beswick@brandeis.edu  
- Andy Gomez (Senior Department Coordinator, Dean’s Office), 6-3939, andresgomez@brandeis.edu |
| Heller Events, HellerEvents@brandeis.edu | Room Reservations  
Use online form  
http://heller.brandeis.edu/events/request-form/index.html |
| Timesheets | - Denise Campbell (Senior Accounting Associate), 6-3980, dacmpl@brandeis.edu |
| Notary Public | - Amy AbuShanab (Assistant Director, Lurie Institute), 6-3799, aabushanab@brandeis.edu  
- Dianne Qualter (Budget Manager), 6-8302, dqualter@brandeis.edu |
| Operations | Email list, bldg. master key, Heller storage management & office set up questions  
- Linda Purrini (Associate Director, Operations), 6-3930, purrini@brandeis.edu |
| Websites/Newsletters | - Alex Rubington (Web Manager), 6-3927, arubington@brandeis.edu |