

## 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		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				
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 <a href="mailto:itservice@brandeis.edu">itservice@brandeis.edu</a> ), 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				
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
<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>-Dan Kim</b> (Senior Vice President Communications, Marketing and External Relations), 6-3993, dankim@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>-Sonia Jurado</b> (Director, Office of Equal Opportunity), 6-4802, <a href="mailto:sjurado@brandeis.edu">sjurado@brandeis.edu</a>
<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>Lainie Loveless</b> (Grants Administrator), <a href="mailto:lloveless@brandeis.edu">lloveless@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>Joanne Beswick</b> (Executive Administrator and Assistant to the Dean), 6-3883, <a href="mailto:beswick@brandeis.edu">beswick@brandeis.edu</a> - <b>Andy Gomez</b> (Senior Department Coordinator, Dean's Office), 6-3939, <a href="mailto:andresgomez@brandeis.edu">andresgomez@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>