## 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>
<th>Human Resources</th>
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</tr>
</thead>
<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>Check Workday access</td>
</tr>
<tr>
<td>Email about new hire to all staff</td>
<td></td>
<td></td>
<td>Access to room reservations</td>
</tr>
</tbody>
</table>

### FIRST SIX MONTHS OF EMPLOYMENT

<table>
<thead>
<tr>
<th>Human Resources</th>
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<th>Onboarding Peer</th>
</tr>
</thead>
<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>
</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>
</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>
</tr>
</tbody>
</table>

Office of Human Resources, June 2009
Heller School, Revised, Aug. 2022
**UNIVERSITY DEPT.** | **Details/Contacts**
--- | ---
Accounts Payable, 6-4500, [accountspayable@brandeis.edu](mailto:accountspayable@brandeis.edu)  
Brandeis Marketplace via: [http://www.brandeis.edu/business-finance/procurement-business/](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  

Business Cards & Stationery, 6-4200  
[https://www.brandeis.edu/communications/index.html](https://www.brandeis.edu/communications/index.html) | Office of Communications – Vendor: Order via the Brandeis/Fenway Group online portal ([https://brandeis.fenwayprint.com/login](https://brandeis.fenwayprint.com/login))More Information: Jessica Quirk (jquirk@brandeis.edu)

Computer, Phones, Copier Connection, 6-7782 | Email for tech support and set up - [help@brandeis.edu](mailto:help@brandeis.edu)  
Website for additional services - [https://www.brandeis.edu/its/support/helpdesk/index.html](https://www.brandeis.edu/its/support/helpdesk/index.html)

Copiers  

Campus 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)  
[http://www.brandeis.edu/its/support/helpdesk/index.html](http://www.brandeis.edu/its/support/helpdesk/index.html) | -Dan Kim (Senior Vice President Communications, Marketing and External Relations), 6-3993, dankim@brandeis.edu

Facilities, 6-4385  
[http://www.brandeis.edu/facilities/](http://www.brandeis.edu/facilities/) | 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](https://www.brandeis.edu/university-events/departments/spaces/faculty-club.html)  
Reservations: [fcreservations@brandeis.edu](mailto:fcreservations@brandeis.edu)

Tech Help Desk, 6-4357 | Computer or tech support

Title IX Coordinator | -Brigid Harrington (Title IX Coordinator and the ADA/Section 504 Coordinator)  
-bharrington@brandeis.edu, or 781-736-4806, brandeis.edu/equal-opportunity

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

Procurement (Purchasing), 6-4500  
[procurement@brandeis.edu](mailto:procurement@brandeis.edu)  
Brandeis Marketplace via: [http://www.brandeis.edu/business-finance/procurement-business/](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](http://www.brandeis.edu/buildings/events/departments/spaces/faculty-club.html) webpage.

Zoom Conference  
[https://brandeis.zoom.us/](https://brandeis.zoom.us/) | Up to 1K participants (voice&video)

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**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)
<table>
<thead>
<tr>
<th>Heller Contacts/Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HELLER DEPT.</strong></td>
</tr>
</tbody>
</table>
| Grants Administration | - **Lyudmila Bagnyuk** (Manager of Pre-Award Grants), 6-3910, bagnyuk@brandeis.edu  
- **Fatemeh Mojtahabi** (Manager of Post Award Grant Administration), 6-3908, fatemehmojtahabi@brandeis.edu |
| Accounts Payable | - **Dianne Qualter** (Associate Director, Finance and Operations), 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, andregomez@brandeis.edu |
| Heller Events, HellerEvents@brandeis.edu | 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** (Associate Director, Finance and Operations), 6-8302, dqualter@brandeis.edu |
| Operations | - **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 |
| 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** - Ron Etlinger, Chief Administrative Officer, 6-3902; etlinger@brandeis.edu  
**WEDNESDAY** - Joel Cutcher-Gershenfeld, Associate Dean, Academics, 6-3998; joelcg@brandeis.edu  
**THURSDAY** - Ravi Lakshmikanth, Associate Dean, Global and Strategic Initiatives, 6-2753; kanthan@brandeis.edu  
**FRIDAY** - Any of the above |