Welcome to Wellesley College! We are so happy you are joining us. We hope you find the following checklist a helpful tool to track these important steps.

### Welcome to Wellesley College!

**New Hire Checklist**

**Key Contacts**

- Cristina DeGaetano, Assistant Director, Employment & Recruiting: cdegaeta@wellesley.edu (781) 283-3303
- Brittany Rodriguez, Employment Specialist: br102@wellesley.edu
- Leshana Sydney, Benefits Specialist: ls103@wellesley.edu (781) 283-2212
- Mark Furlow, HR Onboarding & Communications Coordinator: mf105@wellesley.edu (781) 283-2210
- Library and Technology Service Help Desk: helpdesk@wellesley.edu (781) 283-3333

**What do I do as soon as possible before the first day?**

- **☐** Sign and return one copy of the signed offer letter. Fill out the New Hire Form. The link to this is provided in your offer letter.
- **☐** Watch for an email with directions on how to set up your MyWellesley account (which you need to access the portal, Workday, and Gmail).
- **☐** Log in to Workday through the MyWellesley portal and take action on the items in your Inbox (top right corner). It is important to complete the vaccination questionnaire and to upload proof of COVID-19 vaccination, or request for a medical or religious exemption or disability accommodation. This step needs to be completed prior to coming to campus. The College’s COVID-19 health and safety protocols can be found here: [https://www.wellesley.edu/coronavirus](https://www.wellesley.edu/coronavirus).
- **☐** On the MyWellesley portal, visit the Document Dashboard/Toolbox – top right of your screen and follow all of the steps until all red boxes on this page turn green.
- **☐** Meet with Human Resource to complete direct deposit form and I-9. Bring with you to the Office of Human Resources the necessary documentation: Click [Here](https://www.wellesley.edu/coronavirus) for a list of accepted documents.

**What should I do during the first week?**

- **☐** **FIRST DAY:** On your first day, please go to the onsite COVID-19 Testing site to tested.
- **☐** Contact Campus Police (x3260) or go into their office (located outside the parking garage) regarding your one card identification card and parking assignment and decal.
- **☐** Complete your Technology Orientation – your manager will set this up with Martha Gaudet at mgaudet@wellesley.edu.
- **☐** Review the LTS Getting Started webpage and complete Data Security training.
- **☐** Complete Title IX training by following the instructions on the Title IX website ([http://www.wellesley.edu/titleix](http://www.wellesley.edu/titleix)) under the "Training" tab (select the "Faculty and Staff" option).
- **☐** Log into Workday and update your employee information. Please be sure to complete your contact info, including your mobile phone number, email, work location and office phone extension.

**What should I do during the first month?**

- **☐** Attend your scheduled Orientation. If you do not know when you are scheduled to attend, email Cristina DeGaetano at cdegaeta@wellesley.edu or Mark Furlow at mf105@wellesley.edu.

Updated 06.08.2022
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<thead>
<tr>
<th></th>
<th>Sign up for benefits through Workday. Contact Leshana Sydney at <a href="mailto:ls103@wellesley.edu">ls103@wellesley.edu</a> with any questions.</th>
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<tbody>
<tr>
<td><strong>What should I do during the first three months?</strong></td>
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<tr>
<td>☐</td>
<td>Review role documentation and job responsibilities</td>
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<td>☐</td>
<td>Learn about performance expectations from supervisor</td>
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<td>Gain understanding of divisional, departmental and individual goals</td>
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<td>☐</td>
<td>Understand short-term goals for the first months of employment</td>
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<td>☐</td>
<td>Build relationships with office colleagues and other departments</td>
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<td>Review training and development resources with supervisor</td>
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