Wellesley College
For New Employees: Getting Oriented to Wellesley College

Before Your First Day, If Possible

- Meet with Human Resources to sign the necessary I-9 and W-4 paperwork and receive an Orientation package (bring a signed copy of your offer letter and the appropriate identification documents)
- Contact Campus Police for your ID card, parking assignment and decal (after the meeting with Human Resources)
- Go to the Benefits page under Human Resources to learn more about your benefit choices
- Review the additional programs and resources that are available by going to the New Faculty and Staff page and the Work/Life Resources page under Human Resources
- Go to the Library & Technology Services website (www.wellesley.edu/lts/gettingstarted) to learn more about computer access
- Contact the Admissions Office to participate in a college tour

During Your First Month

- Complete the forms for the benefits you want within 30 days of your hire date to take effect the first day of the month following or coincident with your hire date
- Learn about the overall College structure, mission and your own division/department goals, mission and vision
- Become familiar with the campus and all of the services we offer (e.g., library, physical education, dining)

During the First Six Months

- Review your role and specific responsibilities
- Learn about performance expectations
- Gain an understanding of your individual goals
- Understand your short-term goals for the first months of employment
- Review training and career development resources

Congratulations on your new role and WELCOME to Wellesley College!