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| Welcome to Wellesley College! We are so happy you are joining us. Here is a guide for you, the new hire, to be able to follow in order to fully complete your onboarding process. | | | | |
|  | | | **New Hire**  **Checklist** | |
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| ***Key Contacts*** | | | | |
| Cristina DeGaetano, Employment Specialist | | [cristina.degaetano@wellesley.edu](mailto:cristina.degaetano@wellesley.edu) | | (781) 283-3303 |
| LTS Help Desk | | [helpdesk@wellesley.edu](mailto: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. | | | |
| ☐ | Look out for an email with directions on how to set up your MyWellesley account (which you need to access the portal, [Workday](https://www.wellesley.edu/hr/newfacultystaff/workdayHELP), and Gmail). **Complete pre-hire materials through**[**Workday**](https://www.wellesley.edu/hr/newfacultystaff/workdayHELP). Log in to Workday through the [MyWellesley porta](https://portal.wellesley.edu/" \t "_blank)[l](http://portal.wellesley.edu/) | | | |
| ☐ | **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/sites/default/files/assets/i9formlistofacceptabledocswellesley.pdf) for a list of accepted documents | | | |
| ***What should I do during the first week?*** | | | | |
| ☐ | 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 desk-side Technology Orientation – your manager will set this up with Martha Gaudet at [mgaudet@wellesley.edu](mailto:mgaudet@wellesley.edu). | | | |
| ☐ | Review the [LTS Getting Started webpage](http://www.wellesley.edu/lts/gettingstarted) and complete Data Security training | | | |
| ☐ | Complete Title IX training by following the instructions on the Title IX website (<http://www.wellesley.edu/titleix>) under the "Training" tab (select the "Faculty and Staff" option). | | | |
| ☐ | Take a College Tour – your manager will set this up with the Admissions Office (x2270) | | | |
| ***What should I do during the first month?*** | | | | |
| ☐ | Log into Workday and [update your employee information](https://www.wellesley.edu/sites/default/files/assets/departments/humanresources/files/to_update_your_campus_contact_information_1.pdf). Please be sure to complete you contact info, including work location and office phone extension | | | |
| ☐ | Attend your scheduled Orientation. If you do not know when you are scheduled to attend, email Cristina DeGaetano at [cristina.degaetano@wellesley.edu](mailto:cristina.degaetano@wellesley.edu) | | | |
| ☐ | Sign up for benefits through Workday | | | |
| ***What should I do during the first three months?*** | | | | |
| ☐ | Review role documentation and job responsibilities | | | |
| ☐ | Learn about performance expectations from supervisor | | | |
| ☐ | Gain understanding of divisional, departmental and individual goals | | | |
| ☐ | Understand short-term goals for the first months of employment | | | |
| ☐ | Build relationships with office colleagues and other departments | | | |
| ☐ | Review training and development resources with supervisor | | | |