|  |
| --- |
| 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** |
|  |
| ***Key Contacts*** |
| Cristina DeGaetano, Employment Specialist | cristina.degaetano@wellesley.edu  | (781) 283-3303 |
| LTS 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. |
| ☐ | 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/%22%20%5Ct%20%22_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. |
| ☐ | 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  |
| ☐ | 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 |