



My contractor has just accepted a full time offer with my team – what do I do?

- Work with your department's Department Administrator and Executive Assistant to start the onboarding process

- Let our HR team know if your New Hire will be managing any direct reports.

- Talk to your new hire before their start date about their first day and answer any final questions they may have. Make sure they register for [Harvard Orientation](#) for their 1st day.

- If your New Hire is moving, make sure your New Hire's office/workspace is clean and ready! Have a welcome plant or flower on their desk for their arrival on their first day to acknowledge the transition.

My new hire is here – what should I do during their first week?

- Make sure they get to the HUID office after orientation to pick up their new employee HUID Card.

- Send an email to your department and key contacts, welcoming your New Hire as an official employee

- Review office policies and procedures with your New Hire, including any department-specific meetings that they weren't previously invited to.

- Take your New Hire out for lunch or have someone from your department take them out!

- Schedule time to go over your New Hire's job description and your expectations for them as it relates to work hours, performance goals and competencies, how their job fits into the "big picture", cultural norms, customer service expectations, training and career planning opportunities and requesting time off.

As my new employee settles in, what am I responsible for doing?

- Periodically check in to see how the transition is going for the New Hire

- Set up time to go over the Annual Review process in ePerformance, setting goals and outlining expectations.

- If your New Hire has an Orientation & Review period, set up time to go over expectations, as well as weekly check-ins to answer any questions and identify training gaps.

- Arrange further training and support as needed.

Questions?

Paid Time Off and Time Cards

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More Information

[Harvard University](#)

[Harvard University's HR Intranet](#)

[Harvard Union of Clerical & Technical Workers](#) (HUCTW)