



## My candidate has just accepted an offer with my team – what do I do?

- Work with your department's Department Administrator (DA) and Executive Assistant (EA) to start the onboarding process. The DA/EA will discuss timing, initiate HUIT account setup and systems access, and handle relevant HR administrative setup (direct reports, etc.).

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- Assign your New Hire a buddy to serve as a resource; provide support and guidance on application and business processes, department-specific norms, and events; and provide introductions to key players throughout the department.

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- Create a schedule for the first week to successfully transition your New Hire onto your team. Schedule meetings with employees who can help the training process, ensuring that they have time designated on their calendars.

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- Call or email your new hire before their start date to confirm their first day schedule and answer any final questions they may have. Make sure they register in advance of their first day for [Harvard University's New Employee Welcome and Orientation](#) no later than their 2<sup>nd</sup> Monday.

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- 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.  
**Remote Employees:** Make your that your employee has received their laptop and that their first will virtually introduce them to new colleagues. A group email or video message is a nice way to provide a warm virtual welcome.

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

- Make sure they get to the HUID Office in the Smith Campus Center after their Orientation. If the employee is remote, they will get their HUID when they are on campus.

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- Send an email to your department and key contacts, welcoming your New Hire.

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- The DA/EA will give the New Hire a tour of your area, introducing them to key people.  
  
The manager will introduce them to their staff buddy.  
  
**Remote Employees:** Ensure that your New Hire is introduced to new colleagues. Encourage them to take a [virtual tour of Harvard's campus](#).

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- Provide New Hire with their first week schedule.

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- Manager to schedule time with DA/EA who'll review office policies and procedures with your New Hire, including any department-specific meetings.  
  
The DA/EA will provide a copy of the department Org Chart and all necessary keys, access cards, passwords, office supplies, and bathroom codes.

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- Take your New Hire out for lunch or have someone from your department take them out!  
  
**Remote Employees:** Plan a virtual coffee meetup with team members. Promote other virtual meetings to allow your new hire to get to know their peers and colleagues.

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- 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?

- Schedule regular check-ins to see how the transition is going for the New Hire.

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- Set up time to go over the Annual Review process in PeopleSoft Performance Management, set goals, and outline expectations.

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- 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.

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- Identify and pursue any additional training that may benefit the new employee's production and engagement.

## Questions?

### Paid Time Off and Time Cards

[Traci McBurnie](#), Payroll Coordinator – (617) 495-9987

### IT Help

[HUIT Service Desk](#) – (617) 495-7777

### General FAD Administration Questions & Resources

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### General HR Questions

[Dick McGinnis](#), Associate Director of Human Resources – (617) 496-2296

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### More Information

[Harvard University](#)

[Harvard University's HR](#)

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