



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

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

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

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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 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.

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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.

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

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

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- Give New Hire a tour of your area, introducing them to key people, in particular, their staff buddy

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- Provide New Hire with their first week schedule and all necessary keys, access cards, passwords, office supplies, and bathroom codes

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- Review office policies and procedures with your New Hire, including any department-specific meetings

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

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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.

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## 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

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- Set up time to go over the Annual Review process in ePerformance, setting goals and outlining 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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- Arrange further training and support as needed.

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# Questions?

## **Paid Time Off and Time Cards**

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## **IT Help**

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

## **General HR Questions**

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## **More Information**

[Harvard University](#)

[Harvard University's HR Intranet](#)

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