**Prior to the first day:**

* **Connect with the New Hire:**
* Welcome them with an email
* Give them a schedule for the first week of work and determine their Dynamic Work arrangement
* Set up a meeting to greet your new hire on their first day
* Assign a “**buddy**” from the department or school whom they can ask questions as needed. Please send the name of the assigned buddy to HR and refer to the GSD Buddy Guide for more details
* **Contact the Information Technology Help Desk** after you receive the confirmation email from HR that includes the HUID. The account creation process requires an active GSD role and an overnight sync cycle. [helpdesk@gsd.harvard.edu](mailto:helpdesk@gsd.harvard.edu).
  + Notify IT of the new hires computing needs. [Access the GSD Hardware Standards & IT Policies](https://www.gsd.harvard.edu/resources/it-policies/#hardware_standards) here.
  + Request or transfer a phone number
  + Help desk will set up HarvardKey, Duo two-step verification, add new hire to email listserv (staff-announce), install Office 365 applications such as email, calendar, OneDrive and SharePoint
* **Coordinate the retrieval of your new hire’s devices,** and any computing solutions.
* **Coordinate with Facilities and Campus Operations** for issues involving building/office access via card or key. [Access the GSD Key Request page for more details.](https://www.gsd.harvard.edu/resources/key-requests/)
* **Identify the communications tools** that your group will use to connect with each other (e.g., Zoom, Teams, Webex calling, etc.) Does the new staff know how to use them?
  + Establish expectations around response times
* If the employee has **fiscal responsibilities**, email the Finance Office to arrange training on PCard, Web Voucher, etc.

**Departmental Onboarding**

* **Job responsibilities and expectations:** During their first week schedule a time to review the job description and discuss expectations for the first three months. What are the roles this person will play, and which are the most important?
* **Develop a training schedule** for their on-the-job trainings and whom they will be meeting with during the first weeks to learn the job (e.g, job responsibility training, GSD orientation, financial trainings, etc.)
  + Check out what courses are being offered at CWD (<https://hr.harvard.edu/learning-development>) and contact HR if a 33-digit costing code is required.
* **Determine how information will flow and schedule regular (weekly/biweekly) check in meetings** to establish a space for regular feedback and an opportunity for the new staff member to ask questions.
* Please review **PeopleSoft time and absence entry procedures** and ensure that your new staff member enters their time in PeopleSoft by Thursday at 5:00 pm.
* **Clearly explain performance expectations:** Outline priorities for the person to master and a timeline for the first three months. Ensure regular meetings so that the person can raise questions and clarify your directions.
* **Provide work immediately:** Establish work goals and provide opportunities to engage in work priorities during the first few weeks to ensure a smooth transition and early productivity. This may involve participating in training sessions, reviewing departmental documents, meetings with managers, etc.
* **Schedule an in-person tour of Gund for your hybrid or in-office new hire** so they can become familiar with and explore Harvard.
  + For Harvard campus tours - <https://www.harvard.edu/visit/tours/>
* **School and department culture:** Discuss how your department fits into the GSD’s mission and how you interact with other departments. **Create a list of key players or colleagues for the new employee to meet with in the first month.**
* Review employee’s performance at the mid-point of **Orientation and Review Period** to determine if corrective actions need to be discussed. Ensure that you do a check-in at one month, two months and three months during the orientation and review period.
* Encourage your new staff member to attend the virtual **University-wide New Employee Welcome & Orientation** held by the **Center for Workplace Development (CWD).** Plan to provide release time for this purpose during the first month. Register at [hr.harvard.edu/new-employees](https://hr.harvard.edu/new-employees).