



HARVARD

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Hiring Manager Checklist

SEAS Human Resources Office, 20 University Rd, 6th floor
(617) 384-7828

PLEASE NOTE: Items in italics pertain to "new to Harvard" employees, and can be disregarded if the employee is transferring within Harvard.

BEFORE THE NEW EMPLOYEE STARTS

Computing

- Please confirm the hardware and software needs for the position with Computing as soon as the start date is confirmed (HR also sends this date to Computing). Note that it will take at least two weeks for a computer to arrive. Contact ithelp@harvard.edu.

Check in with new employee before start date

- Confirm the logistics and timing of the new employee's first day.
- Check that your employee has registered to attend Harvard's New Employee Orientation, which is held Mondays or Tuesdays each month, from 9 a.m. to 12:30 p.m.; continental breakfast at 8:45 a.m. HR also sends this information.*
- Encourage the new employee to fill out all required HR paperwork prior to their start date, if possible. HR will reach out to the individual as well. Employees will not be able to get an HUID until their paperwork is complete and submitted.*

Check in with your office/group/staff/unit

- Order basic office supplies, as necessary.
- Order business cards, if appropriate.
- Arrange for relevant colleagues to be available to meet with the new employee throughout their first few days.

Financial Systems

- Contact Beth O'Malley in Financial Operations about access to financial systems, PCard and/or financial training as necessary. (617) 496-9185, eomalley@seas.harvard.edu

ON THE NEW EMPLOYEE'S FIRST DAY

- Present the individual with information such as days and times of staff meetings, upcoming events, requesting paid time off, and recording hours worked, if applicable.
- Give the individual a tour of the office environment: restrooms, photocopiers and fax machine, supplies, kitchens, vending machines, mailboxes.
- Pick up keys/arrange for building access. Contact Jason Ortega (617) 495-2840, jortega@seas.harvard.edu
- Meet with the individual to discuss his/her job, goals, and performance expectations. Advise him/her that you will meet regularly during the first three months and that you will be evaluating his/her performance during this time. Schedule your regular meeting time.

DURING THE NEW EMPLOYEE'S FIRST WEEK

- ❑ *Ensure the new employee visits ID Services. ID cards can be picked up at Smith Campus Service Center, 807 Holyoke Center, 1350 Massachusetts Ave. It is recommended that you call before sending over the new employee to ensure they are active in the system: (617) 496-7827, <http://huid.harvard.edu/>*
- ❑ *Ensure the new employee claims their HarvardKey (<https://key.harvard.edu/select-user-type> which grants access to many websites and online applications at Harvard ([HARVie](#), PeopleSoft).*
- ❑ *Introduce him/her to colleagues in other offices with whom he/she will work most closely. Shared responsibilities should be discussed.*
- ❑ *Give the individual a tour of other parts of the Harvard campus.*
- ❑ *Take the new employee to lunch, if possible.*

DURING THE NEW EMPLOYEE'S FIRST MONTH

- ❑ *Ensure the new employee attends the Harvard University Orientation*
- ❑ *Ensure the new employee attends the SEAS New Employee Orientation*

DURING THE NEW EMPLOYEE'S TWO MONTHS

- ❑ *Manager meets with new employee to review and discuss their progress in meeting the requirements of the position. As the first 90 days of employment is an [orientation and review period](#), this should be an on-going meeting topic.*