### New Hire Checklist for Managers

**Contractor Conversion**

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

- Complete a [HUIT ServiceNow Onboarding Request](#) for your employee using all the information you have about your new hire. **The Onboarding process can’t start without this form submitted.**
- 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.
  - Remember that they will receive details about the HUIT Information Session from the HR Team, but make sure they register for the [Harvard New Employee Orientation](#) for their 2nd Monday.
- Prepare to meet your New Hire after the HUIT Information Session at the Smith Center ID Center on the 8th Floor.
- 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?**

- Pick them up from the HUIT Information Session at the Smith Center ID Office on the 8th Floor and bring them back to their desk.
- 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
  Traci McBurnie, Payroll Coordinator – (617) 495-9987

Service Now Requests, Space and Logistics
  May Woo-Mok, Department Administrator, Admin Ops – (617) 496-2610

IT Help
  HUIT Service Desk – (617) 495-7777

General HR Questions
  Jessica Crowley, Human Resources Coordinator – (617) 495-5314
  Karen Pemstein, Associate Director of Human Resources – (617) 495-0372
  Patty St. Amand, Associate Director of Human Resources – (617) 495-7995
  Dick McGinnis, Associate Director of Human Resources – (617) 496-2296
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More Information
  Harvard University
  Harvard University's HR Intranet
  HUIT
  HUIT's Intranet
  Harvard Union of Clerical & Technical Workers (HUCTW)