Technology Considerations for New Hires

HUIT strives to ensure that all new hires have the technology and support they need to be successful on Day 1. In order to prepare for a new hire’s arrival, it’s important that the hiring manager take the following actions:

- Review the list of HUIT technology offerings (outlined below).
- Reach out to the new hire before completing the ServiceNow Onboarding Request Form to discuss the new hire technology consideration questions included below.
- Set expectations with the new hire about how equipment will be delivered to their home or workspace.
- Complete the ServiceNow Onboarding Request Form at least 14 days before the new hire’s start date.

These steps will help to ensure that new hires’ technology is set up in advance of their start date. Please check out the Overview of Onboarding Activities & Timing Expectations for more details about the onboarding process.

HUIT Technology Offerings:

- **Computer** – New hires will be issued a Dell laptop from the HUIT Standard Computer Offerings list. Non-standard options are available if there is an approved business rationale to justify the exception. All non-standard requests must be submitted using the Apple and Non-Standard Computer Asset Request Form.

- **Software** – HUIT computer images include a standard package of software. Additional software requests may be made when completing the Onboarding Request Form. In most cases, software will be installed prior to the new hire’s start date.

- **Harvard Phone** – New hires may be issued a desk phone set and/or a Jabber SoftPhone.

New Hire Technology Consideration Questions:

1. Will a standard Dell PC meet the computing needs for this role? If not, are there custom specifications that will be necessary?
2. Are there any non-standard software tools that are necessary for their role? i.e., workplace accommodation tools, specialized team software, etc.
3. Will the new hire need a dedicated phone line, or do they prefer to take calls using a different method, i.e., Zoom, Slack, personal cell phone?