

Welcome to Wellesley College! We are so happy you are joining us. We hope you find the following checklist a helpful tool to track these important steps.



New Hire Checklist

Key Contacts

Cristina DeGaetano, Assistant Director, Employment & Recruiting	cdegaeta@wellesley.edu	(781) 283-3303
Brittany Rodriguez, Employment Specialist	br102@wellesley.edu	
Leshana Sydney, Benefits Specialist	Ls103@wellesley.edu	(781) 283-2212
Mark Furlow, HR Onboarding & Communications Coordinator	mf105@wellesley.edu	(781)283-2210
Library and Technology Service Help Desk	helpdesk@wellesley.edu	(781) 283-3333

What do I do as soon as possible before the first day?

- Sign and return one copy of the signed offer letter. Fill out the New Hire Form.** The link to this is provided in your offer letter.
- Watch for an email with directions on how to set up your MyWellesley account (which you need to access the portal, [Workday](#), and Gmail).
- Log in to [Workday](#) through the [MyWellesley portal](#) and take action on the items in your Inbox (top right corner). **It is important to complete the vaccination questionnaire and to upload proof of COVID-19 vaccination, or request for a medical or religious exemption or disability accommodation. This step needs to be completed prior to coming to campus.** The College's COVID-19 health and safety protocols can be found here: <https://www.wellesley.edu/coronavirus>.
- On the [MyWellesley portal](#), visit the **Document Dashboard /Toolbox** – top right of your screen and follow all of the steps until all red boxes on this page turn green.
- Meet with Human Resource to complete direct deposit form and I-9.** Bring with you to the Office of Human Resources the necessary documentation: Click [Here](#) for a list of accepted documents

What should I do during the first week?

- FIRST DAY:** On your first day, please go to the onsite COVID-19 Testing site to tested.
- Contact Campus Police (x3260) or go into their office (located outside the parking garage) regarding your one card identification card and parking assignment and decal.
- Complete your Technology Orientation – your manager will set this up with Martha Gaudet at mgaudet@wellesley.edu.
- Review the [LTS Getting Started webpage](#) and complete Data Security training
- Complete Title IX training by following the instructions on the Title IX website (<http://www.wellesley.edu/titleix>) under the "Training" tab (select the "Faculty and Staff" option).
- Log into Workday and [update your employee information](#). Please be sure to complete your contact info, including your mobile phone number, email, work location and office phone extension

What should I do during the first month?

- Attend your scheduled Orientation. If you do not know when you are scheduled to attend, email Cristina DeGaetano at cdegaeta@wellesley.edu or Mark Furlow at mf105@wellesley.edu

<input type="checkbox"/>	Sign up for benefits through Workday. Contact Leshana Sydney at ls103@wellesley.edu with any questions.
<i>What should I do during the first three months?</i>	
<input type="checkbox"/>	Review role documentation and job responsibilities
<input type="checkbox"/>	Learn about performance expectations from supervisor
<input type="checkbox"/>	Gain understanding of divisional, departmental and individual goals
<input type="checkbox"/>	Understand short-term goals for the first months of employment
<input type="checkbox"/>	Build relationships with office colleagues and other departments
<input type="checkbox"/>	Review training and development resources with supervisor