

Brandeis University New Employee Onboarding Tips for Managers

The tips below are suggestions only. The items may or may not apply to your department or new employee. If you have questions regarding the items, please contact Human Resources at ext. 6-4474.

- After the new employee accepts the offer of employment, complete a PR1 form. This form is available online at <http://www.brandeis.edu/ohr/about/forms> under Employment and Hiring. You will need the new employee's date of birth and social security number to complete the form. Send the completed form to Human Resources.
- Send an email announcement to your department and other interested parties introducing the new employee. You may wish to include information about the employee's background, start date, and position.
- Consider putting together an onboarding/training agenda for the employee's first week. This may include information about staff meetings, shadowing, etc. You may want to schedule some time for your employee to meet each department member one-on-one to explain his/her role and how the employee will be working with him/her.
- Complete a facilities request form if you would like to have the employee's office space cleaned prior to his/her first day. This form is available online at <https://sys.brandeis.edu/wo/index>. Please note that there is a charge for this service.
- Complete a facilities request form if you require copies of the employee's office or file cabinet keys. This form is available online at <http://www.brandeis.edu/facilities/forms/index.html>.
- Schedule an appointment with LTS for the employee's first day to assist with email, calendar, and UNET account set-up. LTS is available at ext. 6-7782, option #3.
- Send a request to itsvoice@brandeis.edu to set-up the new employee's phone and voicemail.
- Spend time with the employee on the first day showing him/her around the office and building. Introduce him/her to the people he/she will be working with.
- Take the employee to Human Resources to complete new hire paperwork and sign up for their Benefits Orientation. This will take about 10-30 minutes. The employee should bring two forms of ID with him/her to complete the I-9 form. Questions regarding appropriate ID should be directed to Human Resources at ext. 6-4474.
- Encourage your new employee to attend New Employee Orientation. He/she may register online at <http://www.brandeis.edu/ohr/employeerelations/neo>.