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|  **New Hire Checklist** |
| **1 week before** |
|  [ ]  **Review offer letter** *You will receive an offer letter from the hiring department. Please contact the Hiring Manager for more information.*  |
|  [ ]  **Claim email address and NetID***You will receive a link from Dartmouth College IT Services Department prompting you to set your password and claim your account (*[*http://claim.dartmouth.edu*](http://claim.dartmouth.edu)*). If you do not know your NetID, you can look it up at:* [*http://dartgo.org/netid*](http://dartgo.org/netid)*Contact IT Services (the computer Help Desk) by email* *help@dartmouth.edu* *or phone (603-646-2999) for any further assistance.*  |
|  [ ]  **Confirm HireRight/Background check completed***You will be able to log in to HireRight to see your background check status with the account details used to create a profile and attach documents.* |
|  [ ]  **Register for New Employee Orientation** *Your department may register you for New Employee Orientation or you may receive a link to self-register from* *human.resources@dartmouth.edu**.*  |
|  [ ]  **Review Benefits Links**  *You can review benefits information on* [*https://www.dartmouth.edu/hrs/benefits/new.html*](https://www.dartmouth.edu/hrs/benefits/new.html) |
|  [ ]  **Review parking information** **and options** *Check* [*https://www.dartmouth.edu/fom/services/parking/*](https://www.dartmouth.edu/fom/services/parking/) *for information on parking.* |
|  [ ]  **Review I-9 requirements**  *For all I-9 requirements, check the website* [*https://www.dartmouth.edu/hrs/employment/employment\_verification/index.html*](https://www.dartmouth.edu/hrs/employment/employment_verification/index.html) |
|  [ ]  **Confirm 1st day/week logistics with supervisor**  |
| **Day 1-3** |
|  [ ]  **Review position description and expectations** *Position description will be provided by your supervisor for discussion.*  |
|  [ ]  **Review Onboarding and Transition Plan**  |
|  [ ]  **Attend New Employee Orientation on the scheduled date** |
|  [ ]  **Acquaint yourself with your workspace***Consider reaching out to the Environmental Health and Safety office for an ergonomics assessment as needed* [*http://www.dartmouth.edu/ehs/*](http://www.dartmouth.edu/ehs/) |
| **First 2 weeks** |
|  [ ]  **Discuss professional development options with supervisor**  *Dartmouth College offers plenty of Learning and Development opportunities which you can review on* [*https://www.dartmouth.edu/hrs/profldev/*](https://www.dartmouth.edu/hrs/profldev/) |
|  [ ]  **Confirm participation of standing-meeting schedule**  |
|  [ ]  **Review department/division projects and/or objectives** |
|  [ ]  **Review community resources** *Information on all services offered in and around the community can be found a*t:<https://www.dartmouth.edu/finance/employee-services/employee_lifecycle/onboarding_resources_new_employees.php>  |
| **First 30 days** |
|  [ ]  **Review college employee policies**Y*ou can review the employee handbook on:* [*https://www.dartmouth.edu/hrs/policy/*](https://www.dartmouth.edu/hrs/policy/) |
|  [ ]  **Request supplies and equipment, as needed**  |
|  [ ]  **Attend campus events**  *The Vox (campus communication sent via email each morning) provides a detailed list of ongoing campus wide events* [*http://www.dartmouth.edu/~vox/*](http://www.dartmouth.edu/~vox/) |
|  [ ]  **Check-in with Talent Acquisition**  *Your Talent Acquisition Consultant will reach out to you to discuss your onboarding experience! Feel free to engage with TA at any time:* [*https://www.dartmouth.edu/hrs/employment/recruitment/index.html*](https://www.dartmouth.edu/hrs/employment/recruitment/index.html) |

 