



This checklist outlines the activities that you should complete prior to starting and during the first three months of your employment. We hope that this will help you to feel better equipped to carry out the duties of your new job. (NOTE: Some links within the checklist are to Intranet pages that may only be accessed once you have your Partners Network ID, typically received at New Employee Orientation.)

Before you begin work at BWH ...

- ☐ Review your offer letter. This letter will identify your job title, your manager, and your pay rate. Complete your Occupational Health Screening, which will be scheduled for you through our Human Resources Department. More information regarding health screening is located in the [New Employee Orientation Packet](#)
- ☐ Gather the documents that you will need to present with the I-9 form that you will fill out at New Employee Orientation, choosing from this [list of acceptable documents](#) that will establish your identity and employment authorization.
- ☐ Identify your [transportation options](#) and plan your commute. This [interactive map](#) of the Longwood Medical Area (LMA) shows public transportation and parking options around BWH. Be sure to visit this [page](#) to learn the many safe, green, and money-saving transportation benefits available to BWH employees, including our discounted MBTA Pass Program.
- ☐ Familiarize yourself with the [BWH main campus](#), and plan the route that you will take to your department on your first day at work. Here is a [self-guided tour](#) that will help you discover the hospital. This tour takes about an hour and will introduce you to many interesting facts about BWH and its rich history.
- ☐ Obtain the tools, resources, and the essential items you need to know on our [BWH 101 page](#).

On your first day ...

- ☐ Attend a New Employee Orientation (NEO). Recruitment Services will inform you of the date you are scheduled to attend NEO. It is conducted on Mondays 8:00am–4:00pm (Tuesdays after a Monday holiday) at One Brigham Circle Room 4-002B. One Brigham Circle is located at 1620 Tremont Street on the 4th Floor which is diagonally across from the hospital's 15 Francis Street entrance. Walk through the main hall to the doorway next to the bank. At NEO you will receive your Partners Username, and you will have an opportunity to set up your password, which will enable you to have access to our online systems. For questions regarding orientation, please contact Recruitment Services at 617-582-0100.
- ☐ Obtain your BWH ID badge. You can retrieve this from the Security folks present at NEO. Security will set up outside of the main conference room and there will be a designated time for you to have your photo taken and badge printed. You will need a badge to access many of BWH's resources, including discounted T-passes and parking passes. Wear your ID Badge at all times above your waist with your photo and name showing. The [ID Policy](#) provides detailed guidelines for wearing your badge.
- ☐ If you are interested in obtaining a parking pass for one of the garages that is available to BWH employees, please remember to bring your car registration with you and plan to head to the Security Office at a break during NEO or at the end of the day.

- ☐ Finish your new hire paperwork, including completion of your W-4 and M-4 Tax Withholding Forms and enrollment in direct deposit for Payroll (Bring in a blank check or preprinted deposit slip that shows your bank routing number and bank account number). You may complete all this online through PeopleSoft, our Human Resources Information System.
- ☐ Acquaint yourself with your worksite: bathrooms, photocopier, scanner/fax machine, supplies, break rooms, first aid and emergency supplies, vending machines, mail service, ATMs, and eateries. Also note the location of security buttons, which may be mounted on walls or under desks.
- ☐ Spend time learning the “basics” of your computer, email, calendaring, and phone applications. If you need to brush up on your computer skills, Partners Information Systems training offers a variety of [computer training resources](#).
- ☐ Ask your manager about building, office, and desk keys you might require and about any policies and procedures that you might need to follow regarding computer, phone, and file access and security.

During your first week ...

- ☐ Schedule your [New Employee Orientation](#) (NEO) if you have not yet attended.
- ☐ Meet your department colleagues and other BWH colleagues.
- ☐ Review job responsibilities, competencies, and expectations with your manager.
- ☐ Discuss the possibility of “job shadowing” with your manager. Observe one or more colleagues to gain an understanding of how the team works together and the contributions each member makes.
- ☐ Learn how to use the computer and telecommunications resources available on your desktop PC, through this [self-study WISE \(Welcome Information System Essentials\) Reference Guide](#) created by Partners IS training team. Become familiar with the following IT systems:
 - Partners Network account (NT)
 - Partners.org email (Outlook)
 - [Kronos time-keeping system](#)
 - [Healthstream learning catalog](#)
 - PeopleSoft Employee Self-Service (ESS)
- ☐ Complete any training that may be appropriate for your new job, including these essential [new employee trainings](#).
- ☐ Review the [emergency plan](#) for your department or business unit.
- ☐ Familiarize yourself with [BWH policies](#), including the [Code of Conduct policy](#), which applies to all activities and interactions at work, as well as these key policies (among others):
 - [Confidentiality/ Privacy](#)
 - [Social Media, Electronic Communication, and Acceptable Use](#)
 - [Anti-Harassment](#)
 - [Employment Policies](#)
- ☐ Visit the [BWH HR website](#), which includes links to information that will be useful to you when you are working at BWH.
- ☐ Sign up for the [BWH Emergency Alert System \(EAS\)](#).

- ☐ If you are interested in adding your work e-mail to your phone or other mobile device (i.e. tablet), click [here](#) and select “Mobile Devices” from the list to access the instructions for your specific phone model.

During your first month ...

- ☐ Schedule a series of meetings with your manager at intervals that fit both your needs and schedules. Use these meetings to discuss your work progress and performance.
- ☐ Review and clarify performance objectives and expectations after your first month.
- ☐ Complete your [benefits](#) enrollment as soon as possible if you are eligible for benefits. **You have only 30 days from your date of hire** to enroll in medical, dental, life and disability coverage or to opt out of the benefits that BWH offers. Information about your coverage choices and costs can be found [here](#). You can enroll online via [PeopleSoft](#). *(If you do not enroll or opt out of benefits during this 30-day window, you will be automatically enrolled in the Partners Value Plan and will need to wait until the next Open Enrollment period, if you wish to change your coverage. Open Enrollment occurs in the Fall of each year for benefits that begin the following January.)*
- ☐ Think about any additional support, assistance, or information that you might like to receive from your manager.

Throughout your first three months ...

- ☐ Seek out a time to meet with your manager, so he or she can revisit the expectations for your position and provide feedback about your performance.
- ☐ Prepare for your three-month review. The first 90 days of employment is an introductory, trial period in which your manager and you see how well you fit your new role and how well you work with others. At the end of your first 90 days, your manager and you will discuss matters including your attendance, performance, behavior, areas for improvement, and whether or not your employment will continue.
- ☐ Take a [tour](#) of our hospital to learn more about our rich history!