

Northeastern University

Human Resources Management

Welcome to Northeastern!

This checklist is intended to serve as a helpful guide—rather than an exhaustive “to-do” list—for you to use as you begin your Northeastern career. If at any point you have questions, please contact your manager, your department’s administrative assistant and/or the Customer Service Center of Human Resources Management, 617.373.2230. No question is too big or too small. We look forward to working with you as you join the Northeastern community.

<u>Your Information</u>	
Your Name:	Department
Title:	Work Location:
Manager’s Name:	Telephone #
Hire Date:	Mailstop:
<u>Date</u>	<u>Pre-Arrival</u>
	<input type="checkbox"/> Sign and return offer letter and enclosed forms
	<input type="checkbox"/> Sign up for University New Hire Orientation
	<input type="checkbox"/> Review Northeastern’s highly competitive, cost effective benefits
	<input type="checkbox"/> Review commuting options
	<input type="checkbox"/> Confer with manager about start time, meeting place, and department dress code
	<input type="checkbox"/> Orient yourself to Northeastern’s metro-Boston campuses and maps and graduate campuses
<u>First Day</u>	
	<input type="checkbox"/> Attend New Hire Orientation, if scheduled
	<input type="checkbox"/> Establish myNEU account
	<input type="checkbox"/> Bring required I9 documents
	<input type="checkbox"/> Meet with Manager to review job description and expectations; determine required access to Northeastern’s systems and resources
	<input type="checkbox"/> Meet individuals in your immediate area and learn about their roles at the university
	<input type="checkbox"/> Create email signature in Outlook [Outlook → File → Options → Mail → Signatures] Include: Name, Title, Department, Northeastern University, Mailstop, Email Address, Office Phone Number, and Cell Phone Number if issued by the university
	<input type="checkbox"/> Obtain Husky Card
<u>First Weeks</u>	
	<input type="checkbox"/> Identify and arrange for necessary training (Banner HR, Procurement, Microsoft office, etc.)
	<input type="checkbox"/> Attend New Hire Orientation within two weeks of hire date
	<input type="checkbox"/> Finalize benefit selections and submit completed forms to: Human Resources Management, (Mail Stop: CP 250, fax: 617.373.7610)
	<input type="checkbox"/> Setup Blackberry/iPhone (where appropriate)
	<input type="checkbox"/> Familiarize yourself with myNEU and enter all required information <ul style="list-style-type: none">• Login → Services and Links → Employee Self-Service → Personal Information <i>and</i> Employee Tab• Northeastern uses this information to alert you to emergencies such as winter storms• It is your responsibility to keep your information current