ONBOARDING
Tisch Library

This document lists the specific tasks required for the successful onboarding of new staff to Tisch Library. The list is organized by the role or department responsible for ensuring that the specific task is accomplished.

Supervisor's Responsibilities:	
BEFORE THE NEW HIRE ARRIVES:	
I9 is filled out (through E-Serve) NOTE: Human Resources fills out the PAF for new hires and the supervisor should receive a copy	
SUPERVISOR WILL COORDINATE WITH THE ASSOCIATE DIRECTOR ON:	
Computer refresh and/or ordering a new computer through Tufts Technology Services (TTS)	
Additional equipment beyond the basic set up (laptop, monitor, keyboard and charger or docking station) NOTE: This request will need to be placed three weeks prior to new hire's start date	
If the new hire is working remotely, the Associate Director/Director's Office staff will need to set up a pick-up time and location if the new hire's computer needs a refresh or if they are picking up a new computer	
Make sure the new hire has access to a computer on their first day	
SUPERVISOR WILL INFORM THE DIRECTOR'S OFFICE STAFF OF:	
The phone jack number at the new hire's desk, so a phone can be set up through TelData prior to the new hire's arrival	
Inform the Director's Office Staff when the new hire should have their Tufts Identification Card (ID) Card (and, if applicable, what they should have access to) so their card swipe access can be requested accordingly	
If a Work Order needs to be put in so the new hire's desk area/workspace is clean and ready on their first day	
Information to order business cards through Tufts Print Copy Services (the Director's Office staff will order the business cards, please ask for existing template if needed)	
WELCOME THE NEW HIRE:	

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On their first day, accompany the new hire to Tufts Support Services (TSS) at 62R Talbot Ave, Medford / Email: tss@tufts.edu / Phone: (617) 627 - 7000. Have the new hire bring their ID and/or Passport In order to complete their paperwork
 	
     If the new hire is working remotely, their ID/Passport should be emailed to Tufts Support Services (TSS) at tss@tufts.edu no earlier than the new hire's start date - remember to follow up with Tufts Support Services one day after to confirm all their paperwork Is complete
 	
     The new hire will coordinate with Tufts Support Services to pick up their new ID once ready	

On their first day, the new hire must go to Tufts University Police Department (TUPD), located on the first floor of Dowling Hall, to get their Tufts Identification (ID) Card photo taken If the new hire is working remotely, set up their Tufts ID in accordance with the Tufts University Police Department (TUPD) remote structure by emailing accessreq@tufts.edu for details on how to arrange getting their photo taken and their physical ID	
The new hire should visit the Director's Office, in room 228 or email tischadmin@tufts.edu to coordinate the issuing and pick-up of keys, name tag and business cards - the Director's Office Staff will also introduce the new hire to the Tisch Library Staff Essential site, Access Tufts and the Tufts Learning Center If the new hire is working remotely, they should coordinate with the Director's Office Staff to set up a Zoom video call	
Arrange to have the new hire's photo taken for the Tisch Library Website (they can also provide their own headshot if appropriate) - arrangements for photos can be made to the Director's Office staff (email: tischadmin@tufts.edu or call (617) 627 – 3345) If applicable arrange for website editing access through Kate Bronstad (email: Kate.Bronstad@tufts.edu or call (617) 627 - 5194)	

Introduction to colleagues with name/pronouns
 	
     Information The introduction could be part of a library tour, so the new hire can see the various spaces in the library, including the conference rooms, bathrooms and Tower Café, as well as, meet new colleagues and get a sense of where everyone workspace/desk Is located.
 	
     You can also arrange a campus wide tour with Tufts Admissions, if appropriate.	

Explain the Tisch reporting structure (refer to the library organization chart) with explanations of: • Library Management Council (LMC)	

- Tufts Libraries Council (TLC) - Executive Committee (EC) - Branches (Lilly Music Library + W. Van Alan Clark Jr. Library at the School of the Museum of Fine Arts, SMFA) - Explication of the Tufts Libraries Relationship - Explanation of the Boston Library Consortium (BLC) - Introduce the new hire to Library Technology Services (show: LibStaff) - Explanation of the Arts & Sciences & Engineering (A&S&E) Faculty Meeting Schedule	
Supervisor will provides information on which tasks are performed by themselves (the supervisor), the Director's Office, Tufts Technology Service (TTS), and responsibilities of the new hire	
Provide an end-of-day checklist to send to Tufts Technology Services (TTS) to correct any technology problems (email/computer issues) or if the new hires need additional software installed Check with Tufts Technology Service before ordering any additional equipment (before filling out the Supply Request Form on the Staff Essentials site)	
Make a list of anything the new hire many need for their workspace (light, table, headphones, extension cord, fan, etc.) – for more information on budget, contact the Director's Office staff	
Inform the new hire about Tufts Performance, Planning and Review Cycle Have a conversation about professional development and the funds available	
Supervisor will schedule appropriate weekly check-in meetings on the Outlook calendar	
Have a conversation about working from home and other opportunities to shifts schedules and comp time norms	
Schedule lunch with the director after the new hire's 90 day trial-period	

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Director's Office Staff Should Ensure:	
Once the new hire receives their Tufts Identification (ID) Card from Tufts University Police Department they must email (tischadmin@tufts.edu) or visit the Director's Office in room 228 to set up card swipe access.	
Director's Office staff will issue the appropriate keys	
Director's Office staff will order business cards from Tufts Print Copy Services + magnetic name tag from Coller Industries - Name Tag Inc.	
Director's Office staff will prepare a plaque with the new hire's name and title for their cubicle or office	
Director's Office staff will add the new hire to the appropriate elists, as advised by the supervisor	
Director's Office staff will add the new hire to all staff Box folder(s) Any folders that are not shared staff folders and specific to the department(s) should be handled by the supervisor	
Directors Office staff will email Tufts Technology Services (TTS) to add the new hire to the Tufts active directories and the Tisch Library R:Drive folder	
The Director's Office staff will make sure the new hire's phone is working by coordinating any issues with TelData (instructions on how to remote configure the phone can be found on the Staff Essentials site)	
The Director's Office staff will introduce and explain the Tisch Library Staff Essentials website, as well as Access Tufts and the Tufts Learning Center If the new hire is working remotely, they should email the Director's Office staff at tischadmin@tufts.edu to set up a Zoom call	
The Director's Office staff will email the Tufts Office of Institutional Research in order for the employee to have access to the library survey results on Tableau	

Tufts Technology Services (Supervisor coordinates with TTS to ensure everything is ready on Day 1)	
Laptop is set up	
Laptop is connected to the appropriate printer(s)	
All software needed is installed	
The new hire's email works properly and they have access to certain Outlook calendars with the appropriate permissions	
Permissions are set up in Box, Reserve Tufts Room Reservation System, Outlook and Outlook Calendars, the R:Drive and Alma	

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