

New Hire Handbook – User Guide

The New Hire Handbook is a document created to welcome new hires in a more personal and detailed format- not just to Harvard/FAS, but to their department. We understand that Harvard and FAS can be overwhelming for staff especially those coming from outside the University. There is a lot to learn, and numerous websites, guides, and resources that we wanted to compile in one place to make the onboarding experience easier for our new staff. Our goal is to make new hires feel included and in-the-know within their first 90 days. We encourage managers to share the New Hire Handbook with their new employee after they sign and accept the offer and before their start date.

Every section in the new hire handbook is optional as we understand that every position is different and some of the information may not be relevant for every individual. **Please feel free to edit, delete and add any information you wish to include to make this document most helpful and effective for your new hire.** We encourage you to review the document yearly to ensure names and information are up to date.

The Handbook is not replacing the Onboarding checklist or any other onboarding resource. Managers and Department Administrators should still follow the onboarding toolkit and guidance referenced on the [FAS HR website](#).

If you have any questions or comments regarding this template, please contact FAS Human Resources fashr@fas.harvard.edu

Harvard- and FAS-Wide Resources

The Harvard- and FAS- Wide Resources section is comprised of prepopulated general information that is likely relevant to most new hires. However as noted above, you are free to remove or make needed changes necessary for the role. There are a few options to customize this section based on the new hire being union or exempt, the new hire being a manager, the department having its own acronyms, etc.

Department- and Role-Specific Resources

The Department- and Role- Specific Resources section is formatted to include unique and specified information for the position. As noted above, you can remove sections that are not relevant for the role. Some sections may require attachments like an org chart you can email and/or print along with the handbook. The ‘Helpful Things to Know’ section can serve as a way for a manager and departing employee to include tips, unspoken rules, etc. that may normally take months to learn or discover.