**Welcome Letter**

Dear (New Employee),

We are excited to have you with us for your first day on (Date) as you join the (team) and (division). Below you will find information that will help you to plan for your first day and week at Dartmouth College.

**First Day:**

You will attend New Employee Orientation (NEO) on your first day so please follow any instructions provided by the Learning & Development Team. Let me know if you have questions relative to the first day in NEO.

**Don’t forget to bring your documentation on Monday to fill out the I-9 paperwork – original copies are required. Any questions about documentation? Visit:** [**https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents**](https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents)

**Office Hours/Schedule:**

The general office hours for (department) are 8:00am-5:00pm with a 1-hour lunch. If you find that the regular hours are not conducive to your personal schedule, we can discuss amending them to fit a different schedule, but this is done case by case. For example, Tom works from 9:00am-6:00pm on most days.

**Lunch:**

Lunch will be provided on your first day as part of New Employee Orientation. On Tuesday, the team has planned to convene in the conference room to start getting to know one another while enjoying takeout. You are welcome to bring your own lunch or to order out with us. A menu will be circulated as a follow up to this email. Regularly, you will have an hour for lunch to decide how you wish to spend it.

**Attire:**

Dress code is business casual and we expect that employees will use their professional judgement to dress up and down as needed for their day.

**Office Setup:**

At Dartmouth College, we care about giving our employees everything they need to perform their best. As you will soon see, we have prepared your workstation with all necessary equipment – laptop, dual monitors, phone. Our team will help you setup your computer, software and online accounts first thing on (date, time). We have provided essential supplies to get you started but you will have the opportunity to order office supplies specific to your individual needs once you are settled. Business cards have been ordered.

An ergonomics review can also be ordered to ensure a comfortable and appropriate workstation.

**Parking and Transportation:**

Parking can be a challenge at Dartmouth College. Your first day, while attending NEO, you can park in the Thompson Lot. Otherwise, I’d advise calling and/or visiting the [Transportation Office](https://nam12.safelinks.protection.outlook.com/?url=https:%2F%2Fwww.dartmouth.edu%2F~fom%2Fservices%2Fparking%2Finfo%2Femployee.html&data=02%7C01%7CMichelle.Hale%40dartmouth.edu%7C7fa965af8f544a1ef47a08d76e9ac447%7C995b093648d640e5a31ebf689ec9446f%7C0%7C0%7C637099483309024127&sdata=x%2FfhGJbmpfut82SCJ1nNvzN%2BfCjsty8XuCY2TYhO3CY%3D&reserved=0) on or before your first day to obtain a parking pass. They will tell you what is available.

[Public Transportation](https://advancetransit.com/) in the area is free and easily accessible.

**Payroll:**

You will receive your first paycheck on (date).

**Relocation Expenses:**

All expenses incurred as a result of relocation to the area will be reimbursed (as per the agreement).

**Accessibility Needs:**

Dartmouth College offers accessibility services and accommodates employees with disabilities. If you require an accommodation please refer to the [Office of Institutional Diversity and Equity](http://www.dartmouth.edu/ide/disabilities/ada_process.html)

**First Week:**

We’ve planned your first days to help you settle in properly. A few dates to keep in mind:

First Week:

* 9/16 8:30AM – New Employee Orientation
* 9/17 8:30AM – Computer Setup/One-One w/Supervisor
* 9/17 1:30PM-3:30PM Team Meeting and Welcome
* 9/18 10:00AM-12:00PM – Quarterly Divisional Meeting – you will be introduced at this meeting!
* 9/19 9:00AM – 10:30AM – Technical Training
* 9/19 2:00PM-3:00PM – Staff Meeting
* 9/20 All Day – Shadowing Senior Employee

Other:

* 10/10 – 2:00PM – 6:00PM After Hours Event

There are additional events and opportunities to begin engaging in the work we do. We can discuss these on Tuesday when we meet in the morning. When your emails and calendars are all set up, I’ll begin populating with regular occurring events (Staff Meeting, Team Meeting, One-on-One’s, etc..).

If you have any questions prior to your arrival, please feel free to email or call me and I’ll be more than happy to help you.

Finally, we are grateful that you have chosen Dartmouth as part of your journey and look forward to working with you, and your contribution to our team and mission.

Welcome, we’re glad you’re here.