Human Resources

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During Your First Year: Checklist

After the excitement and hustle of your first few weeks with the Institution, you will begin to settle in. Listed are some areas to keep in mind during your first year at WHOI.

Task	Relevant Link
Performance Review All newly hired non-exempt employees are considered provisional until they have satisfactorily completed six months of employment with the Institution. A review may be conducted by your supervisor following your six months of employment in order to evaluate performance and assess your match to the position.	» More about Performance
Annual Performance Evaluations Formal performance evaluations for all employees are conducted on an annual basis.	» More about Performance
Graphic Services WHOI Graphic Services is a team of innovative and professional designers, illustrators, photographers, and technicians who help communicate ocean-related science, engineering, and education. If you would like a tour of their facilities or would like to work with one of their team, please contact them at graphics@whoi.edu.	» Graphics Services Website
Creating a New Website(s) If you would like to create a personal, group, project, or class website, the WHOI Web Group has a suite of tools that can aid you in the sites creation or can answer any of your web-related questions. You can send all inquiries to webdev@whoi.edu.	» Web Group Website
Staff Training & Development We invite you to participate in the classes and courses offered that provide training for individuals affiliated with WHOI. Offerings are initially open only to WHOI employees, postdocs and students.	» More about Staff Training & Development
Travel Services Whether a seasoned traveler or a first time road warrior, making travel plans can be quite complicated. To help you navigate arranging and completing a successful business trip WHOI has a Travel Services Group at the Institution	» Travel Services Website
Stockroom, Supplies & Equipment If you are in need of supplies or equipment you can use the WHOI stockroom which exists to serve the scientific and marine needs of the WHOI community.	» More about WHOI's Stockroom

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Our mission is to explore and understand the ocean and to educate scientists, students, decision-makers, and the public.