Print

Human Resources: Before You Arrive: Checklist

Now that you have accepted your offer of employment from WHOI, here are some tasks to cover.

Task	Relevant Link
Confirm start date Contact your Hiring Supervisor to confirm start date.	» Online Directory
Schedule 'check-in' appointment Contact your Employment Services Specialist as noted in your offer letter to schedule a 'check-in' appointment and a meeting with your Benefits Specialist (if eligible).	» Employment Services Specialists
New employee forms To assist with facilitating the check-in process, you can complete certain forms in advance and bring them with you when you come to Human Resources.	» New Employee Forms
Housing If you are in need of a seasonal or year round housing, the Institution maintains a community housing list as a courtesy to both property owners and those in search of suitable housing.	» Community Housing List
Relocation assistance If you have been offered relocation assistance, as specified in your offer letter, you should contact your Employment Services Specialist as soon as possible. All moves must be facilitated by the HR Office.	» Relocation Assistance Policy
Foreign Nationals Foreign nationals are encouraged to explore the helpful resources in the foreign nationals section of this site. You may also want to review information found on the International Committee website. Also, a Foreign National Information Form can be completed in advance.	» Foreign Nationals Section » International Committee
Transportation Worker Identification Credential (TWIC) What is TWIC? TWIC is a federal mandated program that requires anyone who needs unescorted access to certain areas of WHOI to obtain a TWIC card. The tamper-resistant card contains a digital photo and a fingerprint linking the card and the cardholder. Once you arrive you will be given instructions on how to apply for your TWIC card. More information is available online.	» TWIC » Background on TWIC

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