Human Resources

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Within Your First Month: Checklist

Now that you have had a little time to settle in, here is a checklist that will help you to address any outstanding items.

Task	Relevant Link
Benefits Enrollment Remember that, if eligible, you must enroll in certain benefits no later than 30 days from your date of hire. If you have not done so already, be sure to follow up with your Benefits Specialist.	» Benefits Specialists
Parking Permit & Room Keys At check-in you will be provided with a temporary parking permit, which is valid for up to two weeks. After you have received your WHOI ID number, you will be able to apply for a parking permit on-line through the Facilities Department. You can also apply for a room key on the same application.	» Parking Stickers Online Application
Online Profile/Directory Page You can personalize your WHOI profile/directory page using MyWHOI. Login in to MyWHOI, using your email username and password, and click on the "edit personal info" button to add a photo, CV, education, research interests, skills, and much more.	» MyWHOI Login
Library Card/Photo ID In order to obtain a library card (which is also used as a WHOI ID Card) you will be directed to the Digital Processing Center at the Marine Biological Laboratory (MBL) where you will have your photo taken and the card will be issued to you. Important: MBL will not issue you a card if HR has not activated you in their system first. There is a three day waiting period after checking in with Human Resources.	» MBLWHOI Library
Business Cards & Personalized Stationary You can order business cards and personalized stationary through WHOI Graphic Services. Check with your department administrator to determine where to charge the costs.	» Business cards order form » Stationary order form

New Employee Orientation

All new employees to WHOI are invited to attend New Employee Orientation which is held the third Thursday of each month throughout the year. Presentations will be given by various departments across the Institution. All new hires are encouraged to attend within the first month of arrival to gain the most from the day, but are welcome to any presentation throughout the year that fits their schedule. Contact Julie Fawkes at jfawkes@whoi.edu if you would like to participate.

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