Human Resources
Site Map

Welcome

About HR

- Staff
- Directions & Maps
  - Woods Hole Village Campus
  - Quissett Campus
  - Quissett North
- News & Events
- Policies
  - A-Z Listing
  - Absences
  - Benefits
  - Compensation & Performance Review
  - Employee Status Change
  - Employment
  - Marine Crew & At Sea
  - Workplace Environment
- Contact Information

Employment

  - Current Employees
  - Administrative
  - Engineering
  - Facilities
  - Information Systems
  - Marine Employment
  - Scientific
  - Research
  - WHOI President and Director
- Opportunity Knocks
  - Current Opportunities
  - Manager's Guide
  - FAQs
- Dual Career Information
- Applying for a Job
  - Applicant Information
  - FAQs
  - Contact
- Employment Policies
- Foreign Nationals
- The WHOI Environment
  - Life at the Institution
    - Stimulating Intellectual Environment
    - Access to Scientific & Marine Facilities
    - MBLWHOI Library
    - Transportation
      - Personal Car
      - Public Transportation
      - Campus Shuttle
      - Walking & Bicycling
    - Health & Fitness
      - Fitness Facilities
      - Recreation & Sports
      - Wellness Programs
      - Medical & Safety Services
    - Dining Services
  - Life on Cape Cod
    - Welcome to Woods Hole
      - History
      - Scientific Community in Woods Hole
        - History of the Scientific Community

Benefits

- Open Enrollment
  - Forms & Resourc
  - 2015 Rates
  - Health Insurance
    - High Dedu Plan with Reimburse (HDHP-HI
    - High Dedu Plan with Account (I
    - Low Dedu Plan (LDH
  - Dental Insurance
    - Dental Ro
  - Family Coverage
  - Health Care Refo
  - Flexible Spending
  - Benefits You Can Anytime
  - Contact Informati
- Health & Wellness
  - Health Insurance
    - Glossary Terms
    - HDHP Pla
    - HDHP FA
    - If You are
    - Family Co
    - Massachu Care Refo
      - De Eli
      - Im Inf
    - Prescriptio Coverage
    - Children's Insurance (CHIP)
    - Health Ins Marketpla
    - HIPAA Pri
  - Dental Insurance
    - Delta Den
    - Family Co
    - Rate Shee
    - Dental Ro

- National Marine Fisheries Service (NMFS)
- Marine Biological Laboratory (MBL)
- Woods Hole Oceanographic Institution (WHOI)
- United States Geological Survey (USGS)
- Sea Education Association (SEA)
- Woods Hole Research Center
- Geography & Climate
- Local Accommodations
- Restaurants & Shopping
- Recreation
- Arts, Music & Cultural Resources
- Public Transportation
- Health Services

- Life Insurance Be
  - Life Insura
    - Su Ins
    - De Ins
  - Business Insurance
  - Burial Ben
  - Voluntary Death & D Insurance
  - 2014 Rate
- Flexible Spending
  - Healthcare Spending
  - Dependen Spending
- Wellness Resourc
  - Work, Life Resources
  - BlueCross Resources
  - Healthy R
- 2015 WHOI Fitne
- Summary Annual

- Retirement
  - Defined Contribut Plan
    - Plan Highl
    - Investmen
      - Ag Ba Da
      - Co Up
      - Se Br Ac
    - Fund Fees Restrictior
    - Defined C Retiremen
    - Transame Provider fo
    - RetireTrac planning to
    - Employee Communic
    - FAQs
  - Defined Benefit P
    - Retiremen
    - Forms
    - Retiremen
    - Contact

        - FAQs
        - Financials
    - Current Retiree B
    - Summary Annual
    - 2015 Open Enroll Retirees
- Time Off
    - Holidays
    - Vacation
    - Sick Time
        - Occasiona
        - Family Illn
        - Short-term
        - Long-Term
    - Extended Leave c
        - General G
        - Disability
        - Education
        - Family & M
        - Maternity
        - Military
        - Personal
        - Pre-retirer
        - Temporar Elsewhere
    - Bereavement Lea
    - Jury Duty
    - Shore Leave
- Work & Life
    - Wellness Progran
        - Work, Life Resources
        - Blue Cros Resources
    - Life Events
        - Becoming
        - Designatir
        - Getting Ma
        - Getting Di
        - Retiring
        - Taking a L Absence
        - Family Me
        - Disabled
    - Education
        - Tuition As
    - Employee & Stud Program
    - Dependent Care I Programs
        - Depender

Compensation

- Compensation Services
  - Pay Decision Guidelines
  - Job Descriptions and Titles
  - Salary Structure
    - Exempt

Employee Resources

- All Employees
  - Policies
    - A-Z Listing
    - Absences
    - Benefits
    - Compensation & Performance

Forms

- Benefits
- Employment Action
- Performance Evaluations
- Foreign Nationals
- Miscellaneous
- Human Resources Intern

    - Depender Spending
  - Employee Discou
    - Ongoing E Discounts
    - Employee
      - Pe Co
      - Ed for Ch
  - Housing
- Benefits Policies
- Changing/Viewing Your E
  - Employee Online
    - Request a
    - Security S
  - Benefits You Can Anytime
  - Qualifying Status
    - Becoming
    - Designatir
    - Getting Ma
    - Getting Di
    - Retiring
    - Taking Le
    - Family Me
    - Disabled
    - Change in Part-time
    - Terminatic Employme
  - Personalized Ben
  - Forms & Resourc
- FAQs

- Employee Pay
- Benchmarking FAQs
- Compensation Policies
- Promotion & Advancement
  - Scientific & Technical Staff
  - Administrative Professionals
    - Guidelines for Promotion to Senior Administrative Levels
    - Preparing a Promotion Package
    - Compensable Factors Matrix
  - Promotion Through a Job Posting
- Pay Dates

Review
- Employee Status Change
- Employment
- Equal Employment Opportunity
- Marine Crew & At Sea
- Workplace Environment
- Career Development
  - Tuition Assistance
    - Employee Education Policy
  - Training
  - Mentoring Program
  - Promotions
    - Scientific & Technical Staff
    - Administrative Professionals
      - Guidelines for Promotion to Senior Administrative Levels
      - Preparing a Promotion Package
      - Compensable Factors Matrix
    - Promotion Through a Job Posting
- Employee Relations
  - Recognition Programs
    - Employee Recognition Celebration
    - Service Awards
    - Performance Awards
      - Vetlesen Award
        - Recipients
        - Nomination Form
      - Penzance Award
        - Recipients
        - Nomination Form
      - Linda Morse-Porteous Award
        - Recipients
      - Ryan C. Schrawder Award
        - Recipients
        - Nomination Form
  - Employee Relations Consulting
  - Employee Relations Policies
  - Additional Resources

- Guest Investigator Appoi

            - Employee & Student Assistance Program
            - Workplace Violence
    - Performance Evaluations
    - Job Descriptions
        - Scientific & Technical
            - Scientific
            - Research
            - Information Systems
            - Engineering
            - Miscellaneous/Temporary Appointments
        - Marine Crew
            - Deck
            - Engine
            - Stewards Department
            - Marine Working Conditions
        - Administrative
            - Academic Programs
            - Other Administrative
            - Administrative Professionals
            - Communications & Media Relations
            - Computer Information Services
            - Finance and Accounting
            - Development
            - Environmental Health & Safety
            - Facilities
            - Grants & Contracts
            - Human Resources
            - Management Information Systems
            - Marine Operations
            - Procurement
    - Employee Online
    - Request or Reset Employee Online Password
    - Tools & Reports
        - Employee Online
            - Request a Password
            - Security Statement
        - MyWHOI
        - HR Activity Reports
        - Community Housing List
    - Calendars
- New Employees
    - Before You Arrive
    - Your First Three Days

- What to Expect at Your 'Check-In' Appointment
- Within Your First Month
- During Your First Year
  - Performance
  - Staff Training & Development
  - Stockroom, Supplies & Equipment
- Getting Involved in the WHOI Community
- Forms
- Inside WHOI

- Supervisors
  - Hiring an Employee
    - Position Requisition
    - Position Description Writing Guide
    - Posting of an Available Position
    - Interview Process
      - Legal Considerations
      - Preparing for the Interview
      - Opening the Interview
      - Continuing the Interview
      - Closing the Interview
    - Evaluation & Selection of a Candidate
    - Authorization to Hire Form
    - Hiring Policies & Additional Information
  - Changing an Employee's Status
  - Administrative Resources

- Foreign Nationals
  - News & Events
  - Pre-Arrival Information
    - Visa Overview and Application Process
      - Visa Class Comparison Chart
      - J-1 Exchange Visitor
        - Employment
        - Two-year Home Residency Requirement
        - Bar on Participation
        - Health Insurance Requirements
        - J-2 Dependents
        - Procedures
        - Obtaining Permission for Incidental Employment
      - H-1B Temporary Workers

- TN Canadian and Mexican Citizens
  - Basic TN Procedures
  - TD Dependents
- O-1
- B-1 (Business) & B-2 (Tourism)
- F-1 Student
- E-3
- Change of Status
- Student Exchange Visitor Information System (SEVIS)
  - SEVIS Fee
- Social Security
- Taxes
- Housing
- Banking
- Credit Cards
- Driver's License
- Child Care
- Schools
- Clothing
- Transportation
- Health Insurance

- During Your Stay
  - Check-in/Orientation
  - Payroll Information
  - WHOI's International Committee
  - Maintaining Legal Status while in the U.S.
  - Notification Requirements
- Travel & Departures
  - Travel
  - Departure Information
- Information for WHOI Sponsors
- Contact Information & Additional Resources
- Forms

Copyright ©2007 Woods Hole Oceanographic Institution, All Rights Reserved.
Mail: Woods Hole Oceanographic Institution, 266 Woods Hole Road, Woods Hole, MA 02543, USA.
E-Contact: info@whoi.edu; press relations: media@whoi.edu, tel. (508) 457-2000
Problems or questions about the site, please contact webdev@whoi.edu