Welcome to Harvard Medical School! As a new employee to Harvard Medical School and the University, we want to help you acclimate to your new role and environment. This New Employee Orientation Portal was designed to help you on-board successfully and at your own pace. We recommend that you read all of the information provided to you. If you need any help, please feel free to contact your Recruiter and/or HR Coordinator. Please email human_resources@hms.harvard.edu for a list of contacts within our office.

Welcome!
Dean Jeffrey S. Flier, M.D.
Dean of the Faculty of Medicine
Welcome to Harvard Medical School. I am delighted to welcome you to a community that values diversity, encourages innovation, and recognizes outstanding achievement. We have a proud and long tradition of excellence in medical education and biomedical and social science research, as well as in attracting highly qualified and dedicated faculty, staff and students. Staff, through their support of educational and research activities, are integral to our success. I trust that you will find opportunities here to develop professionally and to contribute your skills and talents to ensure a bright future for HMS.

Julie M. Stanley
Chief Human Resources Officer
Hello, and welcome to Harvard Medical School. I am delighted that you have chosen to join our HMS community, whether it’s within the basic sciences, translational research, education or administration. We take pride in being part of a larger, thriving Harvard Longwood Campus consisting of talented individuals, and you will soon discover that HMS is a remarkable entity in its own right. The faculty, staff, and students of HMS and its affiliates are considered among the best and brightest in the world. This is evident in the pride, vision, and talent each individual brings to his or her position--administrative, academic, or otherwise--creating an environment that is diverse, innovative and collaborative. We are confident that as you develop professionally during your time here at HMS, the knowledge and contribution you achieve within your position will continue to enrich our vibrant community.

As you learn about your new environment, it will become apparent that those who work at HMS feel it is a special place. Copy and paste the video below to your browser to hear Dean Flier speak about HMS and its unique qualities.

https://www.youtube.com/watch?feature=player_embedded&v=MfRMFb1AlkA

Symbol Notes: As you navigate through each section, keep your eye out for the symbols below

⚠️ Indicates that the topic covers a piece of information that is very important for your review
🔒 This symbol indicates that this section of the site is password protected with a Harvard PIN. You will not be able to access this section until you have an ID number and PIN.
Learn about Harvard Medical School, its history and accomplishments, the HMS mission and Core Commitments, the HMS Next initiative, the HMS HR Virtual Front Desk, and find other helpful information.

Learn about the critical steps you will need to take before you start. These include completing your I-9, having a conversation with your hiring manager about first day details, learning how to commute to the area with maps, directions, and other resources, and learning when you'll receive your first paycheck.

Read about the access needed within your first day and week, and how to obtain it. This includes getting your Harvard ID card, obtaining your Private Identification Number (PIN) and HMS eCommons ID, setting up your Outlook email account, working with IT on computer access, reading important Harvard policies, and other important steps.

Learn about the 90 day Orientation and Review period, upcoming social events, problem resolution, Harvard's EAP, sustainability@harvard, and managing at Harvard.

Learn about the Center for Workplace Development, Lynda.com, self-directed career development, performance management, computer training, and Harvard Manage Mentor.

Let us know what you think and if you have any recommendations!