



ONBOARDING GUIDE FOR NEW PROFESSIONALS

WELCOME TO HILLEL!



INSPIRING
EVERY
JEWISH
STUDENT
TO MAKE AN
ENDURING
COMMITMENT
TO JEWISH
LIFE, LEARNING
AND ISRAEL.

In this presentation:

- Payroll and Benefits
- You are hired! Now what?
- Professional Development
- Hillel Professionals

MAKE SURE YOU ARE ENROLLED IN PAYROLL AND BENEFITS



1. As soon as you are hired, you will receive an email from systemmessage@paycomonline.com with your login credentials to our payroll, benefits and HR system- Paycom. **Please follow the instructions in the email and log into the system.**
2. Under the notifications tab, you will find one or more onboarding checklists assigned to you. We request that you complete each of the tasks **as soon as possible and prior to your first day.** You will fill out new hire's e-forms (I-9, W-4 etc.), verify personal and pay information, read and acknowledge our personnel code and get familiar with the system. If you are benefits eligible, you will also enroll in benefits at that time.

For your convenience, here is the [2018 Hillel International Payroll Calendar](#).

If you have any questions or have not received the necessary information and login credentials - please contact strategichr@hillel.org.

YOU ARE HIRED! NOW WHAT?

- Hillel International is here to support you, now and throughout your career. Please contact [Amy Martasin](#) or [Antal Seri-Levy](#) with questions.
- Please note that though there are currently no requirements to report cases of harassment to Hillel International, we have expertise on these matters and are committed to handling these cases well, in line with our zero tolerance policy. If a situation arises, we encourage you to give us a call. Hillel International has staff and resources for guidance and support on all HR issues. We are here for you and your boards to call anytime for guidance and support.
- Here are some tips for a smooth onboarding:
 - Ask to meet with different team members over the first few days
 - Participate in team bonding exercises and programs
 - Get introduced to the community – ask your colleagues and supervisor to introduce you
 - Provide information and quotes for a press release – they will want to announce you to the local and national community
 - Set up one on one time with your supervisor to talk about expectations and set performance goals
 - Get clarification of team roles and responsibilities
 - Understand the mission/vision of your Hillel and Hillel International
 - Create an onboarding calendar – what do you need to know and who are your partners in learning?
 - Review all policies and procedures at your Hillel, both the big and small things

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Hillelinstitute



Hillel Institute

- Every August
- Annual onboarding conference for all **NEW** professionals who have begun in the last year.

Hillel International: Global Assembly

- Every December
- Annual conference for **ALL** Hillel professionals world-wide, providing opportunities to learn, network and connect

HillelU

Ongoing Professional Development

- To view and enroll in Hillel U courses, go to HillelHub.org and click the orange "Hillel U" logo.
- Please discuss with your supervisor your professional development plan. Supervisor approval is required for enrolling in Hillel U courses.

As each Hillel is unique, please check with your supervisor about professional development resources and how they relate to your specific role on your campus.

Click [here](#) for conference details.

Keep an eye out for Hillel U's monthly newsletter *What's New @ Hillel U?* to check out new professional development opportunities.

Questions about Hillel U?

Contact Hillelu@hillel.org

HILLEL PROFESSIONALS THAT CAN HELP



Talent Management

- **AMY MARTASIN**,
Director of Talent Management, Talent
amartasin@hillel.org
512.658.8096
- **ANTAL SERI-LEVY**,
Manager for Strategic Human Resources, Talent
aserilevy@hillel.org
512.698.1060

- **MICHELLE CARABALLO**
HRIS Manager
mcaraballo@hillel.org
202.449.6564
- **RACHEL HOROWITZ**
Talent Associate, Talent
rhowitz@hillel.org
202.449.6571

Professional Development

- **ADINA DANZIG EPELMAN**
Vice President of Talent Growth and Hillel U, Talent
adepelman@hillel.org
650.762.5598
- **SETH REDER**
Associate Director of Leadership Programs , Hillel U, Talent
sreder@hillel.org
917.777.4425

- **JULIE GREENGARD**
Operations Manager, Hillel U, Talent
jgreengard@hillel.org
650.375.2352

Payroll and Benefits

- Fiscal Department
payroll@hillel.org

RESOURCES



- **Need to consult about your current onboarding process?** Reach out to [Amy Martasin](#) or [Antal Seri-Levy](#)
- **Looking for advice from experienced professionals at other Hillels and Hillel International?** Post a question on **HillelQ** (registration through [Hillel Hub](#))
- **Still not sure who to contact?** Go to [Hillel International's Directory of Services](#)