



NYU

**SILVER SCHOOL
OF SOCIAL WORK**

New Full-Time Faculty Checklist for Onboarding

1. Dean's Office

- Submits your CV and offer of extension letter to silver.adminservices@nyu.edu and Niurvys Hechavarria: nh31@nyu.edu
- Handles your housing arrangements
- Arranges for your formal introductions to other faculty and senior administrators.

2. Evelyn Kleinbardt-Director of Administrative Services

- Evelyn's team will contact you to initiate your HR onboarding in PeopleSync, and to schedule an appointment to fill out your onboarding documents *once the CV is received*:
 - I-9 Documents
 - NYU ID Card Request (UID and Net ID need to be activated)
 - Oath Card
 - Emergency Contact Information Sheet
 - Keys, Name Plate
- After meeting with Administrative Services, you will obtain an NYU ID Card at 7 Washington Place, on the corner of Mercer Street.
- About NYUCard-<http://www.nyu.edu/nyucard/about/location.hours.htm>

3. Niurvys Hechavarria-Faculty Resource Administrator

- Niurvys will contact you and explain the office management onboarding process as well as give you the contact information for the faculty service staff member who will be working with you. She will also arrange for the following.
 - Office Set up-Deep clean and paint job if needed
 - IT Set up-Phone, Computer, and Printer
 - Ordering OF Business Cards and Office Supplies will be handled by Faculty Service Staff.

2. Faculty Services Staff

- After you meet with the Administrative Services team and obtain your Net ID, you will meet with your faculty services staff member. **Please let your Faculty Services staff member know when the meeting with Administrative Services will take place and schedule this meeting for the same day.** During this orientation, you will learn how to set up your NYU email account and review technology systems, including NYU Classes and the online video request form.
- Faculty Services staff will provide any needed course materials as well as provide office management assistance.

Continued



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PhD Program:

DSW Program:

Undergraduate Program:

Human Behavior/SWPP/DROP Areas:

Practice Area I and II:

Practice Area III and IV:

Research/Groups Areas:

Electives:

St. Thomas Aquinas College:

Sarah Lawrence College:

Genielle Salazar

Theresa Urcinoli

Juan Iturralde

Tamela Sue

Aleksandra Necakov

Jack Osea

Maria Ponce

Niurvys Hechavarria

Loriana Aviles

Anita Botello

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