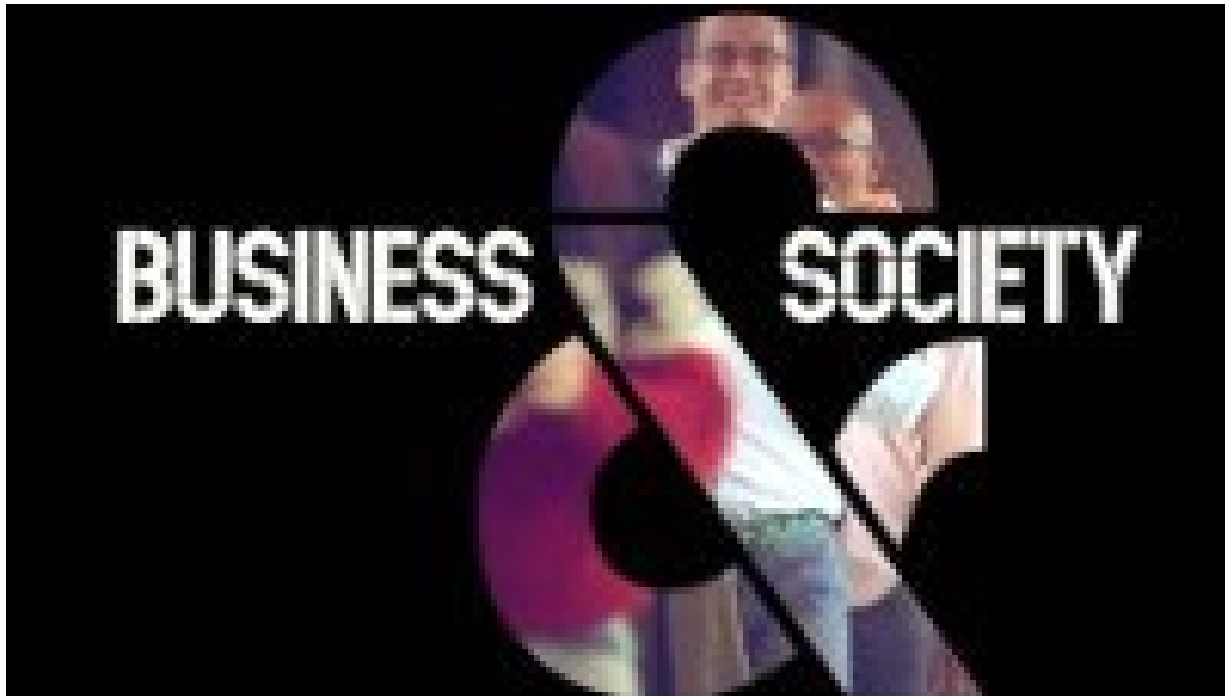




**Welcome to
the Yale School of
Management
New Employee Onboarding**



Welcome to the Yale School of Management (SOM)



- Our mission is to educate leaders for business & society. The drive to build successful organizations that make a difference inspires [our curriculum](#), [our approach to research](#), and [our community](#).





BELONGING AT YALE

DEI Mission Statement

The Yale School of Management (SOM) is committed to fostering a diverse, equitable and inclusive community. SOM’s mission to educate leaders for business and society urges us to engage with the problems afflicting our world—especially issues of discrimination, bias, and equity---in our pursuit of supporting the education of purpose-driven and inclusive business leaders. In order to fulfill this distinctive mission, we must be a community that achieves and celebrates diversity in our own ranks.

Resources

- [SOM Office of Inclusion and Diversity \(OID\)](#)
- [Inclusion Initiatives](#)
- [OID Events](#)
- [Celebrate Diversity](#)
- [Anti-racism Plan](#)
- [Belonging at Yale](#)
- [Get Support](#)



Yale SCHOOL OF MANAGEMENT

“We seek to achieve inclusion and diversity in our community as an inseparable aspect of our mission of educating leaders for business and society— leaders who, working in all sectors and across all geographies, can improve the lives of those around them. We will be unrelenting in our efforts to weave this perspective into all our programs.”
Dean Kerwin K. Charles



Looking to Connect?

som.inclusion.diversity@yale.edu

Location: Evans Hall Suite 2520 (2nd Floor)



Before you start your new job...

- Congratulations!
- New Employee Orientation
- [Employee Service Center](#)
- Connect with your manager
- Questions?



Workday Reminders

Have you...?

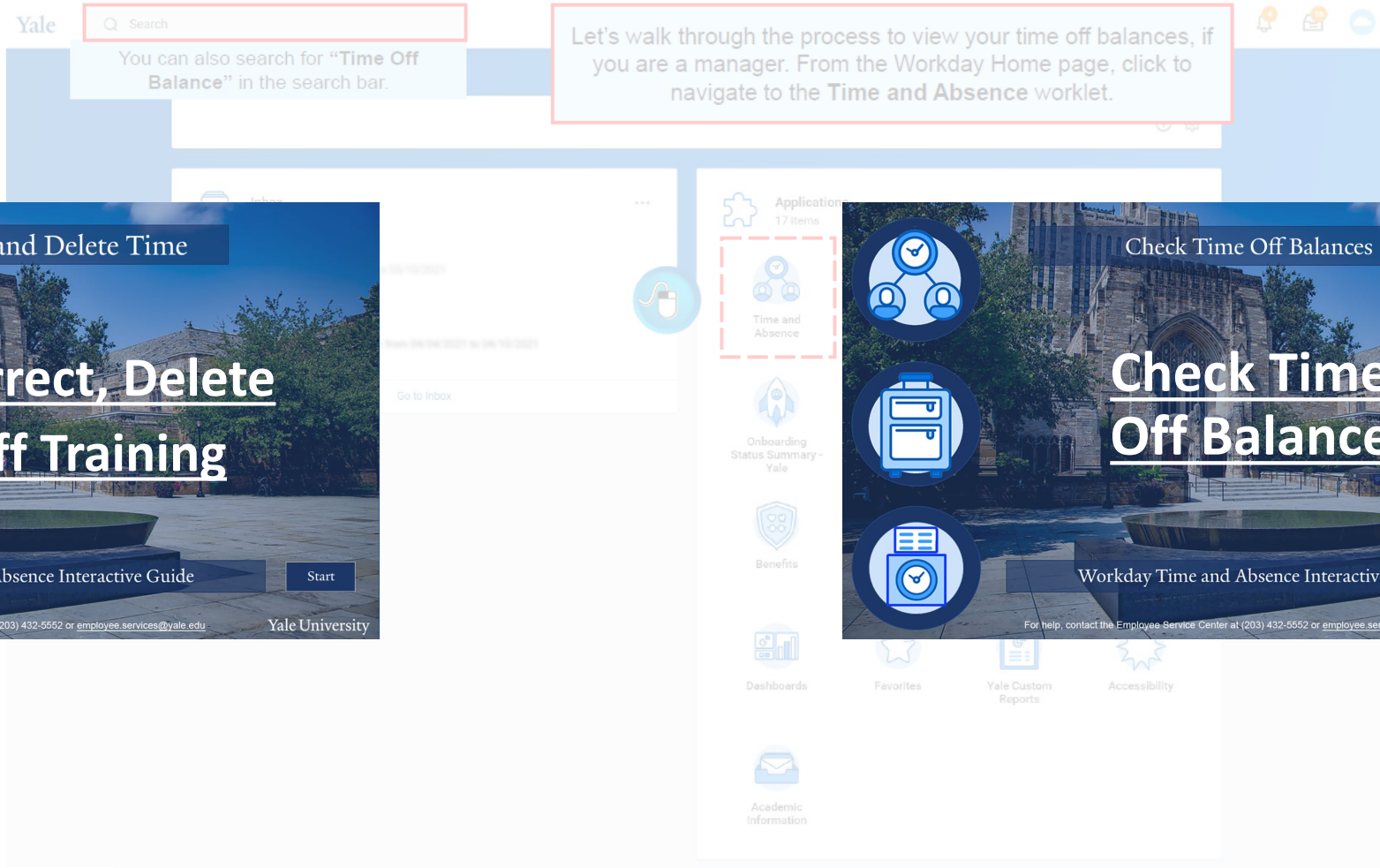
- submitted your I-9 and verified your documents
- state and federal tax forms
- equal opportunity details
- emergency contact information
- training requirements (including sexual harassment)

Here's How:

- Open a browser and go to the It's Your Yale home page.
- Click on [Workday](#) located at the top of the page.
- Click on Getting Started and complete your checklist as prompted.



Workday Time & Attendance



Enter, Correct and Delete Time

Enter, Correct, Delete Time Off Training

Workday Time and Absence Interactive Guide [Start](#)

For help, contact the Employee Service Center at (203) 432-5552 or employee.services@yale.edu

Yale University

Check Time Off Balances

Check Time Off Balance

Workday Time and Absence Interactive Guide [Start](#)

For help, contact the Employee Service Center at (203) 432-5552 or employee.services@yale.edu

Yale University

SOM Facts

- Founded in 1971, originally called the School of Organization & Management.
- Evans Hall is named after Edward P. Evans who donated \$50 million to the school.
- Yale SOM has evolved an integrated curriculum that takes management studies across various disciplines to help alumni better understand their organization as a whole and society in all its diversity.
- SOM has over 50 MBA student clubs to help provide opportunities for action, collaboration and engagement.
- Over 100 Faculty & Post Docs
- Over 250 Staff (M&P, C&T, S&M)

Birth of the School

Reflections on the Founding of the Yale School of Management

At SOM Alumni Weekend in 1983, William S. Beinecke spoke to the Yale SOM Charter Class of 1978. A businessman and philanthropist who served on the Yale Corporation for many years and helped shape many parts of the University, Mr. Beinecke was a driving force behind the creation of the School. In his talk to the Charter Class, he described with an insider's perspective the process of discussion and debate, over two decades, that led to the founding of the Yale School of Organization and Management, now known as the Yale School of Management.

Read: [The Birth of the School](#)

THE BIRTH OF THE SCHOOL

REFLECTIONS ON THE FOUNDING
OF THE YALE SCHOOL OF MANAGEMENT
DELIVERED TO THE
CHARTER CLASS OF 1978

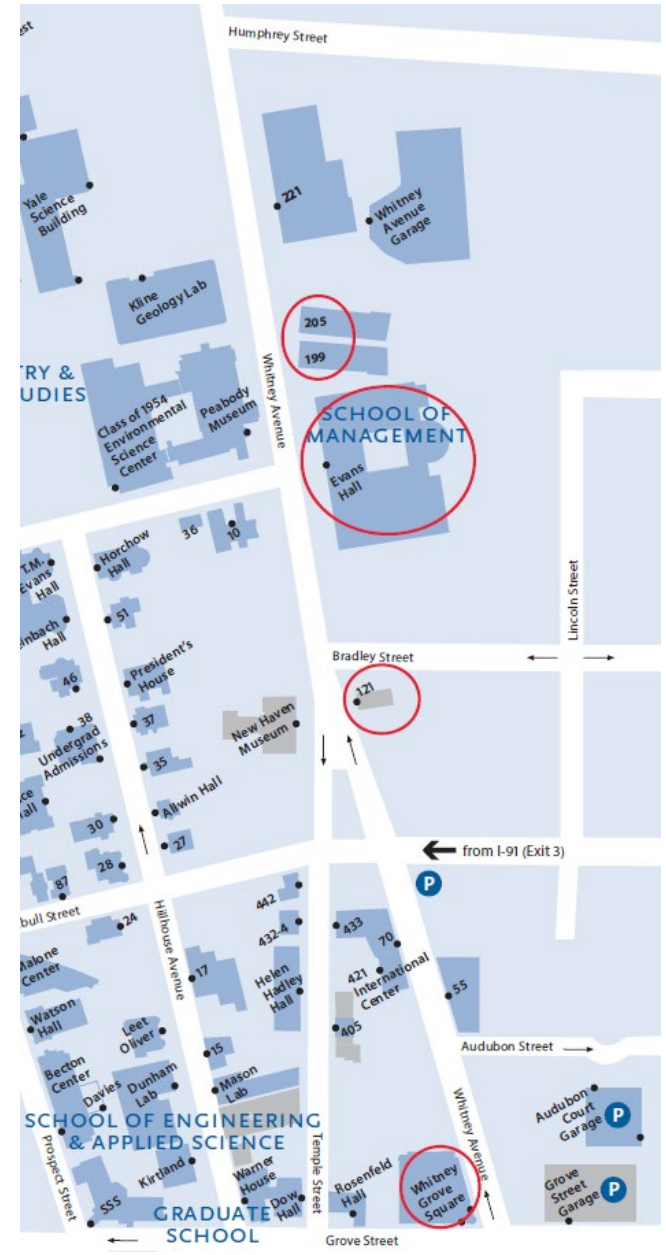
WILLIAM S. BEINECKE





SOM Campus Locations & Buildings

- **Evans Hall (main campus)** – houses classrooms, student support and most academic units, faculty offices, research centers, technology and building maintenance support.
- **199 Whitney Ave/205 Whitney Ave** – academic space and curriculum support.
- **121 Whitney Ave** – houses mainly administrative support units.
- **2 Whitney Ave (Whitney Grove Square)**
 - Development





SOM Academic Programs

Our Mission: Educating leaders for business & society



MBA

A two-year, in-residence program for students who want to accelerate impactful leadership careers in all kinds of roles and industries.

Master's in Technology Management

Our MMS-TM is a prestigious, comprehensive one-year program crafted exclusively for Yale College's graduating engineering students.

MBA for Executives

The Yale MBA, delivered in an executive format. Designed for students with substantial work experience, featuring a rigorous curriculum and advanced study in either asset management, healthcare, or sustainability.

Master of Advanced Management

Spend one year at Yale, expanding your global perspective and deepening your professional skills, after completing an MBA at a global business school.

Master's in Asset Management

Launch your career in asset management by spending a year at Yale learning from leading finance scholars and practicing investors.

Master's Degree in Global Business & Society

A year of advanced leadership training for MIM graduates of top business schools around the world.

Master's Degree in Public Education Management

A tuition-free program for emerging public education leaders serving in large, urban K-12 school systems in the U.S.

Master's Degree in Systemic Risk

Specialized program in financial policy and regulation for early- and mid-career employees of central banks and other major agencies that manage systemic risk.

Joint Programs

Environment, Global Affairs, Medicine, Law, Public Health, Architecture, Drama, Divinity, PhD

Yale Silver Scholars

Unique opportunity for ambitious college seniors to pursue a Yale MBA degree immediately after graduation and begin an accelerated career path in any industry.

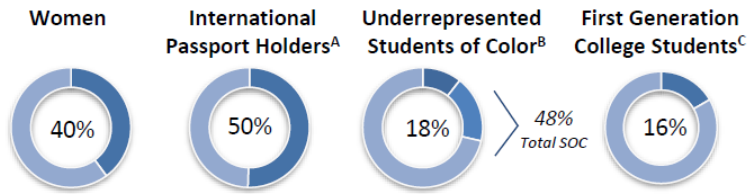
Doctoral Programs

Doctoral Programs in Accounting, Financial Economics, Marketing, Operations, and Organizations and Management

SOM MBA Demographics

Yale SOM Full-Time MBA Class of 2025

Class Size: 339
 Selectivity: 33%
 Yield: 33%

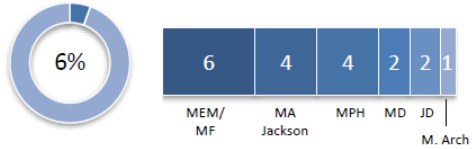


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Citizenships

Argentina	Colombia	Greece	Jamaica	New Zealand	Romania	Thailand
Australia	Croatia	Hong Kong S.A.R.	Japan	Nicaragua	Russia	United Kingdom
Azerbaijan	Cyprus	India	Kuwait	Nigeria	Singapore	United States
Bermuda	France	Indonesia	Mexico	Pakistan	South Korea	Venezuela
Brazil	Georgia	Iran	Mongolia	Panama	Spain	Vietnam
Canada	Germany	Israel	Nepal	Peru	Taiwan	Zimbabwe
China	Ghana	Italy	Netherlands			

Joint Degrees



29

Silver Scholars

23

United States Military

25

Consortium Members

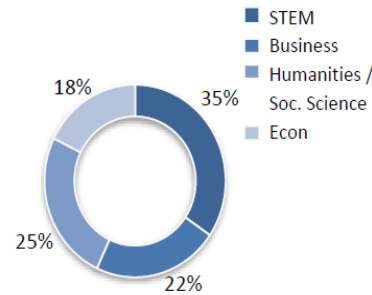
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QuestBridge Students^D

Academic Profile:



Undergraduate Majors



Undergraduate Schools Represented:

199

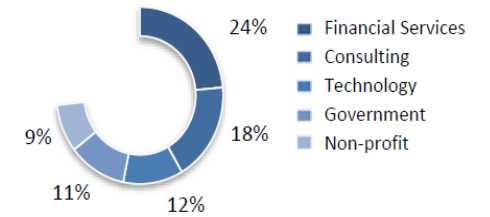
International Undergraduate Degree: 34%

Completed Graduate Degree: 16%

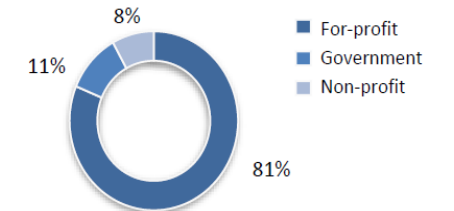
Professional Profile:

Avg. Work Experience: 5.1 years

Top 5 Industries



Sector Experience



^A Includes Permanent Residents & US Dual Citizens

^B Per GME Reporting Standards, shown as a percent of US Citizens and Permanent Residents

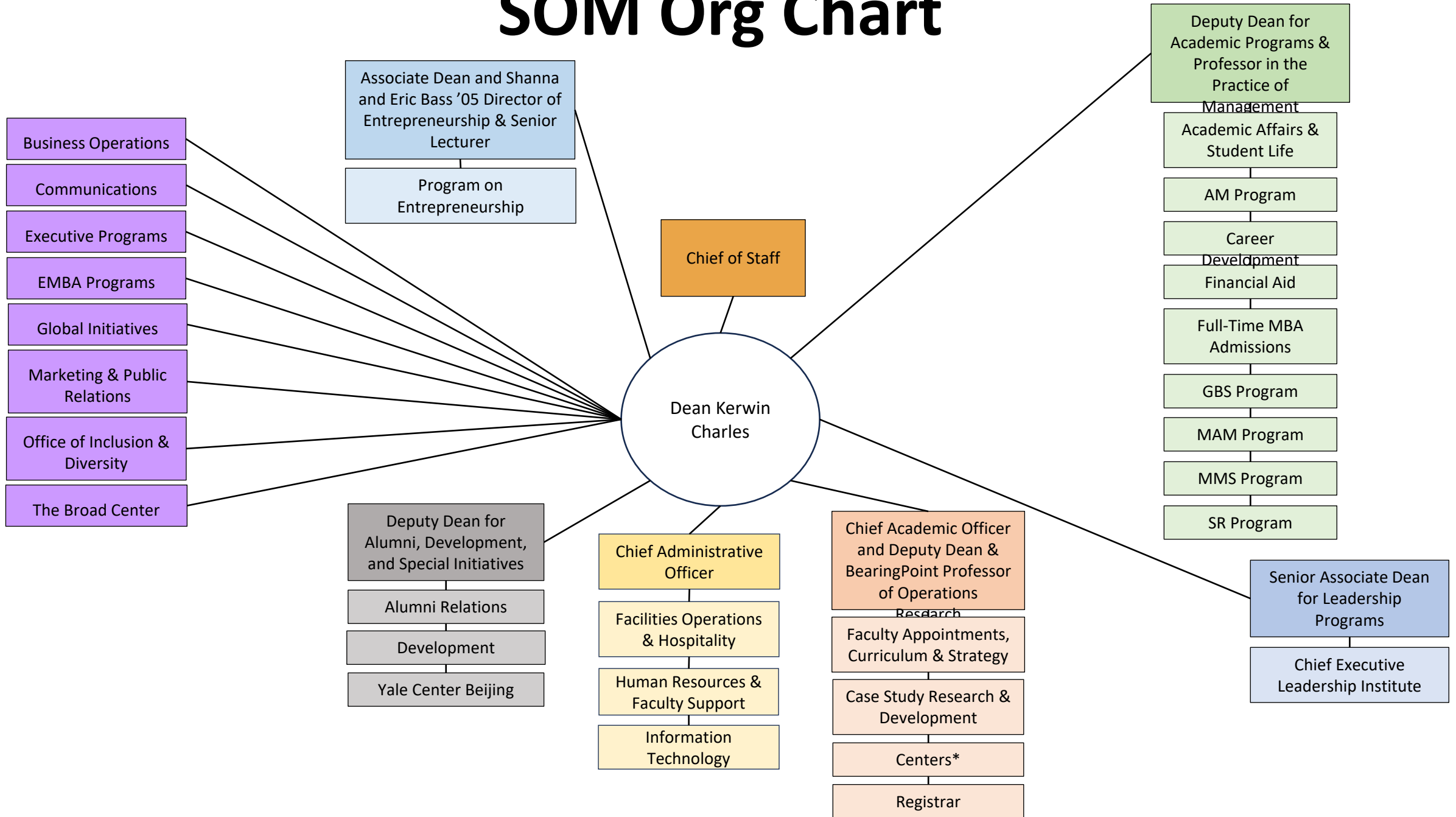
^C No parent or primary caregiver completed a bachelor's degree (17% for US/PR)

^D Of the 6 students who applied through the QuestBridge Graduate Match program, 4 were awarded full-tuition scholarships

^E GPA is reported for US schools, 4.0 grading scale, where GPA appears on transcript



SOM Org Chart



Centers include: Center for Customer Insights, Int'l Center for Finance, Program on Social Enterprise, Innovation and Impact, Yale Center Beijing and Program on Financial Stability

Yale SOM Acronyms

AASL	Academic Affairs and Student Life	ISP	Internal Service Provider
AM	Asset Management	ITS	Information Technology Services
AP	Accounts Payable	KBT	Kline Biology Tower
BO	Business Operations	LA	Lead Administrator
C&T	Clerical and Technical	M&P	Managerial and Professional
CAS	Central Authentication Service	MAM	Master of Advanced Management
CBEY	Center for Business and the Environment at Yale	MBA	Master of Business Administration
CDO	Career Development Office	MMS	Master of Management Studies
CELI	Chief Executive Leadership Institute	MOOC	Massive Open Online Course
CIO	Chief Information Officer	MPPM	Master of Public and Private Management
COA	Chart of Accounts	OB	Organizational Behavior
CSSSI	Center for Science and Social Science Information (library)	OID	Office of Inclusion and Diversity
EMBA	Executive MBA	PEM	Master's in Public Education Management
EMS	Event Management System	PSE	Program on Social Enterprise
ER	Expense Report	R&T	Research and Teaching (account)
F&A	Finance and Administration	RA	Research Assistant
FFT	Fit for Thought (gym)	S&M	Service & Maintenance
FPEL	Fellowship for Public Education Leadership	SC	Session Coordinator
FSS	Faculty Support Service	SNOC	Small Network Online Course
FST	Faculty Support Team	SOM	School of Management
FY	Fiscal Year	SR	Systemic Risk
GA	General Appropriations	TA	Teaching Assistant
GBS	Global Business and Society	TBC	The Broad Center
GNAM	Global Network for Advanced Management	TBC at SOM	The Broad Center at the Yale School of Management
GSA	Global Studies Account	TBF	The Broad Fellowship
HBS	Harvard Business School	TBM	The Broad Master's
HGS	Hall of Graduate Studies	WGS	Whitney Grove Square, 2 Whitney
ICF	International Center for Finance	Y-SIM	Yale Program on Stakeholder Innovation and Management
ILO	Initiative on Leadership and Organization	Yale SOM	Yale School of Management
IPD	Interpersonal and Group Dynamics	YCCI	Yale Center for Customer Insights
		YPFS	Yale Program on Financial Stability
		YPPS	Yale Printing and Publishing Services





Directories

Find a person or browse a list of offices and organizations for key contact info.

[Yale Directory](#)

[SOM Dept Directory](#)

[SOM Student, Staff & Faculty Directory](#)

More Yale Directories

POPULAR RESOURCES ▶

CAMPUS MAP ▶

YALE ALUMNI ▶

SOCIAL MEDIA ▶




Yale SCHOOL OF MANAGEMENT

myPortal

[Calendar](#) ▼ [Courses](#) ▼ [Academics](#) ▼ [Faculty](#) ▼

Home / myPortal / Departments

Departments



SOM People Directory

Get contact information and more for any SOM student, faculty, staff member or team. [Find a person](#)



SOM Human Resources

- Office Hours
- Staff Slack Channels
- Emergency resources
- Engagement Events: Special Interest Groups (SIGs), Mix & Mingle coffee chats, Mentoring and More
- Workshops & Events: All Staff, Seminars, etc
- Career Pathing Opportunities
- Feedback & Surveys
- [HR Service Catalog](#)



Business Operations

Welcome to the Yale School of Management Business Operations team. We are excited to work with you and will be one of your direct contacts for financial transactions. The Business Operations team reviews and approves the day-to-day financial transactions. We are known as the SOM BusOps Team. You will receive an email containing The SOM BusOps tool kit as part of your onboarding support. The toolkit is created and designed with you in mind to help the SOM community with accuracy and approvals more efficiently and effectively. Take a moment to visit the Business Operations catalog in confluence page for more information on policies, expenses, and more!

Are you new to a finance-related role? If so, be sure to check out [Workday Learning](#) to access the Finance Foundations Onboarding program.

Resources

- [Business Operations Catalog](#)



Communications & Marketing

Resources

- eNews, events & digital displays
- Information on Yale SOM style, branding, and messaging
- Newsletters
- Web & MyPortal
- [Communications Service Catalog](#)
- [Communications help](#)



SOM Information Technology Services

The SOM Information Technology Services department provides a variety of computing resources to the SOM Community.

Resources

- [Information Technology Services Catalog \(IT\)](#)
- The [Service Desk \(Help\)](#) - The SOM IT Service Desk maintains a wide variety of knowledge articles and is the first place to start when you need assistance with any of the IT Services. Their offerings include a walk-in center, support via phone, email and you can also schedule assistance directly to your desk side if needed.
- [Desktops and Laptops](#) Service – The Desktop and Laptops service helps you order, setup, configure, install software and back-up your devices. In addition, you can find the device loaner program here as well.
- [Mobile Devices and Desk Phones](#) – The Mobile Device service will provide purchase support, setup and configuration assistance, and general help with your mobile device. You can also use this service if you are expecting to travel internationally and need your plan modified to support your communication needs.
- [Software Downloads](#) – The ITS Software Library provides the Yale community with a simple way to download software that is already licensed for use. You can find the [Yale Software Library here](#). In addition, SOM provides downloads for courses specific to incoming student classes. You will find links to those here
- [Printing](#) – The Printing Service is designed to help you with all your printing needs. We provide assistance in ordering and setup of personal printers in addition to supporting the SOM shared printing service, and the University high volume print services.



Did you know that
SOM has its own
internal IT helpdesk?

Looking to Connect?

somit@yale.edu 203-432-7777



Event Management

- Eli Bucks are a tax free option to load money on your Yale ID for SOM Hospitality in Evans Hall (McNay Café and Charley's Place). The Café is open M-F 8am-5pm and Charley's M-F 11am-1pm. [Eli Bucks FAQs](#)
- [EMS Room Reservations](#): All rooms in Evans Hall are booked through EMS. In addition, all event needs (facilities support, custodial, tables/chairs and media) are managed through your room reservations.
- The [Events Management Resource Guide](#) is where you can find ALL Evans Hall event policies and procedures as well as training guides for EMS.
- [SOM Catering](#) is available for catered meals in Evans Hall M-F. We offer breakfast, breaks and lunches at a variety of levels. Lunches range from casual drop and go to plated hot meals.
- Please note that many spaces in Evans Hall are named for the donors who have helped support the school. Please refer to named spaces by their formal name in all printed materials and communications.
- All departments have a dedicated event representative – please reach out to introduce yourself and connect with your event rep.



Looking to Connect?

somevents@yale.edu 203-432-9669



SOM Facilities

Resources

- General Services:
 - Building Systems, Furniture, Maintenance, Custodial services, Landscaping, Building Heating, A/C and HVAC, Vending Machines, Student Lockers, Pantries, Liaison with Parking
- Building Security & Access
 - 24/7 guard onsite at Evans Hall & 2 WG. Other locations have roaming guard coverage.
- Mail Room Services
 - Lost and Found
 - [SOM Gear Shop](#) – accepts COA payment online. For delivery or pickup in mailroom.
- [SOM Facilities Service Catalog](#)



Emergency Resources & Public Safety

Resources for Staying Safe & Staying Informed

! Important Phone Numbers

For all police, fire, or medical emergencies, call 911 from any telephone.

- Yale Police Department non-emergency line: (203) 432 4400
- Yale Security: (203) 785 5555
- Yale Health Plan Acute Care: (203) 432 0123

WATCH
The
LiveSafe App

DIRECT ACCESS TO THE REAL-TIME SHUTTLE MAP, WALKING ESCORT SERVICES, SEND SAFE INFORMATION, AND MORE—RIGHT FROM YOUR POCKET

The advertisement shows a white Yale Shuttle with 'Yale Shuttle' written on its side. A person is boarding the shuttle. To the right, a smartphone displays the 'DoubleMAP' app interface, which shows a map of Yale University with various shuttle routes and stops marked. The text 'WATCH The LiveSafe App' is overlaid on the left side of the image. Below the text, it says 'DIRECT ACCESS TO THE REAL-TIME SHUTTLE MAP, WALKING ESCORT SERVICES, SEND SAFE INFORMATION, AND MORE—RIGHT FROM YOUR POCKET'.



iPhone

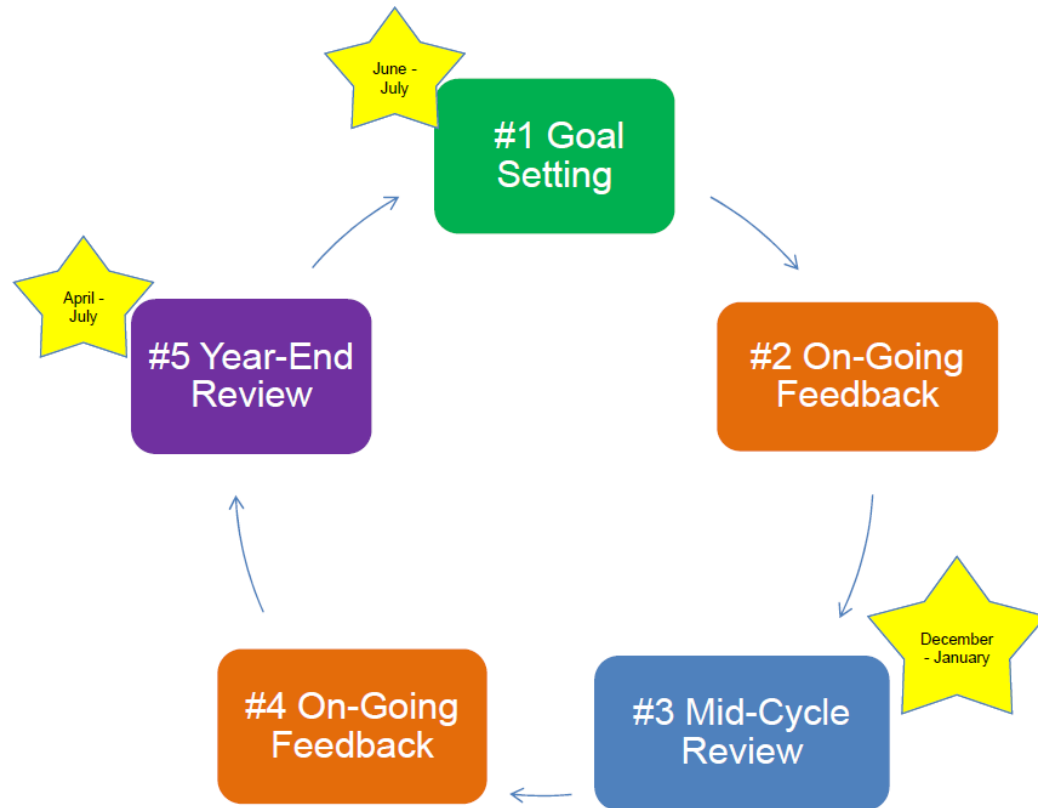


Android



Annual Performance Review

Performance Review Life Cycle



Yale Performance Management and Feedback



Contact Information

- For support with conversations, contact your Human Resources Business Partner (HRBP)
- For guidance on the process, contact the Employee Service Center (ESC)
- For training and career development resources, visit Learn and Grow

Managerial & Professional Performance Management

Performance Management at Yale is the annual process to align the needs of the university with the skills, interests, and abilities of its managerial and professional employees. Resources are available to provide helpful guidance for managerial and professional staff members and supervisors when preparing for this conversation.

- Goal setting
- Mid-year review
- Year-end review
- Recognition

Forms and FAQs

- M&P Performance Management Forms
- FAQs for M&P Staff
- C&T Performance Management Forms
- FAQs for C&T Staff

Clerical & Technical Performance Feedback

Performance Feedback is a partnership between managers and clerical and technical staff members that results in thoughtful discussions around goals and outcomes through coaching and feedback. Resources are available to provide helpful guidance for clerical and technical staff members and supervisors when preparing for this conversation.

- C&T Performance Feedback resources
- FAQs for C&T Staff

Tools for Managers

- Growth Mindset
- Active Listening
- Feed Forward
- S.C.A.R.F. Tool

Salary increments for clerical and technical staff members are contractually determined.



Yale SCHOOL OF MANAGEMENT

[Yale Performance Management and Feedback](#)

Training

SOM Training

- [Event Management System \(EMS\) Training](#)
- [Zoom Video Conferencing](#)
- [Evans Hall classroom podium](#)

Yale Training & Certification


- [Workday @ Yale Training](#)

Career Training

- [LinkedIn Learning](#)
- [Managing Your Career](#)
- [Careers at Yale](#)
- [Learn & Grow](#)



Resources

- [It's Your Yale](#) – centralized hub providing access to all staff resources.
- [Belonging at Yale](#) – a hub of diversity, equity, and inclusion information for the Yale community.
- [Staff Resources](#) – info for new employees: workplace guidelines, staff recognition, union mgt and support publications.
- [Staff Policies](#) – Yale workplace policies for managers and staff.
- [SOM Portal](#) – internal SOM website for students, faculty and staff.
- [SOM Service Catalog](#) – information hub for SOM resources and services for admin units.
- [Resources for Urgent Concerns](#) – resources available in the event of an emergency.
- [LinkedIn learning](#) – access to linked in learning suite featuring online training courses for creative, technology and business skills.
- [Yale Health & Wellness](#) – fitness and wellness programs, support groups and medical centers.
- [Yale Links](#) – centralized list of key links
- [LGBTQ resources](#) – programs and services for the LGBTQ community.
- [Yale Signature Benefits](#) – signature benefits such as the employee assistance program, counseling support, assistance with work life balance.
- [Yale's calendar of events](#) – central Yale calendar of events.
-  [Virtual Yale](#) – there are many ways to experience the university's research, teaching, collections, and more...online.



FAQs



Frequently Asked Questions

Q

A

What is the dress code at SOM?

We recommend business casual attire. Please check with your manager.

Q

A

How do I setup parking?

Email the parking office at parking@yale.edu or call 203-432-9790

How do I stay informed of what's happening on campus?

We recommend the weekly eNews and subscribing to Slack channels.

How soon do I get access to systems and applications?

Typically, your Net ID and pin are set up during your first week. Other access can take a couple weeks.

When do benefits start?

Benefits are effective as of the first of the month following your date of hire.

How do I get an insurance ID card?

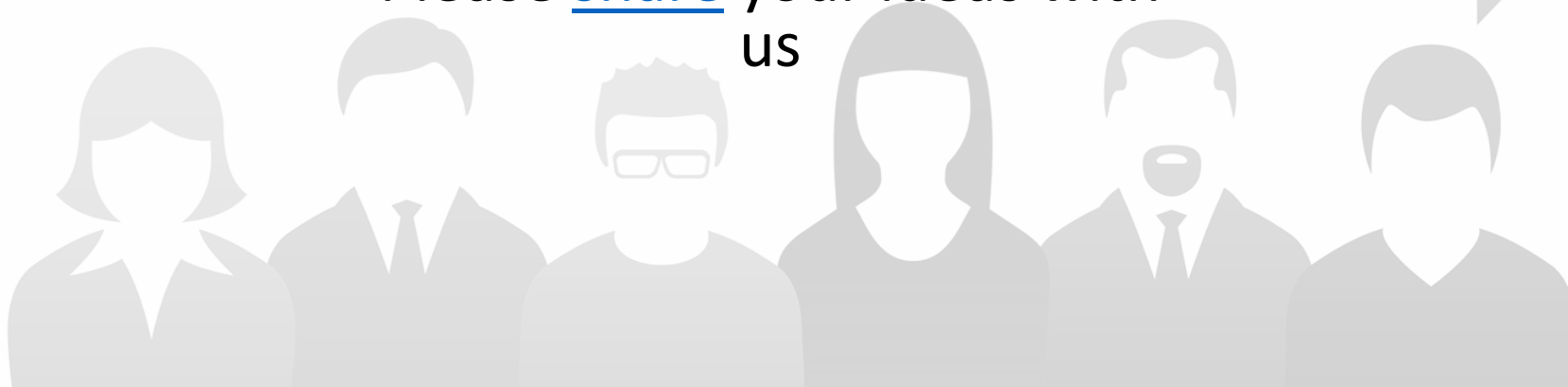
You can download a copy of your insurance card on the [Yale Health coverage website](#).





We'd love to hear from YOU!

Please [share](#) your ideas with
us



Yale SCHOOL OF MANAGEMENT

