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.
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

“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.
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
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

Take the [Virtual Tour](#)!
<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>A two-year, in-residence program for students who want to accelerate impactful leadership careers in all kinds of roles and industries.</td>
</tr>
<tr>
<td>Master’s in Technology Management</td>
<td>Our MMS-TM is a prestigious, comprehensive one-year program crafted exclusively for Yale College’s graduating engineering students.</td>
</tr>
<tr>
<td>MBA for Executives</td>
<td>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.</td>
</tr>
<tr>
<td>Master of Advanced Management</td>
<td>Spend one year at Yale, expanding your global perspective and deepening your professional skills, after completing an MBA at a global business school.</td>
</tr>
<tr>
<td>Master’s in Asset Management</td>
<td>Launch your career in asset management by spending a year at Yale learning from leading finance scholars and practicing investors.</td>
</tr>
<tr>
<td>Master’s Degree in Global Business &amp; Society</td>
<td>A year of advanced leadership training for MIM graduates of top business schools around the world.</td>
</tr>
<tr>
<td>Master’s Degree in Public Education Management</td>
<td>A tuition-free program for emerging public education leaders serving in large, urban K-12 school systems in the U.S.</td>
</tr>
<tr>
<td>Master’s Degree in Systemic Risk</td>
<td>Specialized program in financial policy and regulation for early- and mid-career employees of central banks and other major agencies that manage systemic risk.</td>
</tr>
<tr>
<td>Joint Programs</td>
<td>Environment, Global Affairs, Medicine, Law, Public Health, Architecture, Drama, Divinity, PhD</td>
</tr>
<tr>
<td>Yale Silver Scholars</td>
<td>Unique opportunity for ambitious college seniors to pursue a Yale MBA degree immediately after graduation and begin an accelerated career path in any industry.</td>
</tr>
<tr>
<td>Doctoral Programs</td>
<td>Doctoral Programs in Accounting, Financial Economics, Marketing, Operations, and Organizations and Management</td>
</tr>
</tbody>
</table>
SOM MBA Demographics

Yale SOM Full-Time MBA Class of 2025

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

46 Citizenships

Women: 50%
International Passport Holders: 18%
Underrepresented Students of Color: 40%
First Generation College Students: 15%

40% Argentina
22% Australia
11% Azerbaijan
11% Bermuda
11% Brazil
11% Canada
11% China

40% Colombia
33% Greece
33% Hong Kong, S.A.R.
33% Japan
33% Korea, Republic
33% Mexico
33% Netherlands

33% Peru
33% Singapore
33% Thailand
33% United Kingdom
33% United States
33% Venezuela
33% Vietnam
33% Zimbabwe

Undergraduate Majors

22% Business
22% Humanities / Soc. Science
22% Econ
22% STEM

18% Undergraduate Schools Represented: 199
34% International Undergraduate Degree
16% Completed Graduate Degree

Professional Profile:

Avg. Work Experience: 5.1 years
Top 5 Industries

24% Financial Services
18% Consulting
12% Technology
9% Government
9% Non-profit

Sector Experience

81% For profit
11% Government
11% Non-profit

Notes:

1. Includes permanent residents & US Dual Citizens
2. Per GME Reporting Standards, shown as a percent of US Citizens and Permanent Residents
3. No parent or primary guardian completed a Bachelor’s degree (37% for US/PM)
4. Of the 6 students who applied through the QuestBridge Graduate Match program, 4 were awarded full-tuition scholarships
5. GPA is reported for US schools. 4.0 grading scale, where GPA appears on transcript
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AASL</td>
<td>Academic Affairs and Student Life</td>
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<tr>
<td>AM</td>
<td>Asset Management</td>
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<tr>
<td>AP</td>
<td>Accounts Payable</td>
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<tr>
<td>BO</td>
<td>Business Operations</td>
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<tr>
<td>C&amp;T</td>
<td>Clerical and Technical</td>
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<tr>
<td>CAS</td>
<td>Central Authentication Service</td>
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<tr>
<td>CBEM</td>
<td>Center for Business and the Environment at Yale</td>
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<td>CDO</td>
<td>Career Development Office</td>
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<td>CELI</td>
<td>Chief Executive Leadership Institute</td>
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<td>CIO</td>
<td>Chief Information Officer</td>
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<tr>
<td>COA</td>
<td>Chart of Accounts</td>
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<tr>
<td>CSSSI</td>
<td>Center for Science and Social Science Information (library)</td>
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<tr>
<td>EMBA</td>
<td>Executive MBA</td>
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<tr>
<td>EMS</td>
<td>Event Management System</td>
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<tr>
<td>ER</td>
<td>Expense Report</td>
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<tr>
<td>F&amp;A</td>
<td>Finance and Administration</td>
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<tr>
<td>FFT</td>
<td>Fit for Thought (gym)</td>
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<tr>
<td>FPEL</td>
<td>Fellowship for Public Education Leadership</td>
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<td>FSS</td>
<td>Faculty Support Service</td>
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<td>FST</td>
<td>Faculty Support Team</td>
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<tr>
<td>FY</td>
<td>Fiscal Year</td>
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<tr>
<td>GA</td>
<td>General Appropriations</td>
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<tr>
<td>GBS</td>
<td>Global Business and Society</td>
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<td>GNAM</td>
<td>Global Network for Advanced Management</td>
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<tr>
<td>GSA</td>
<td>Global Studies Account</td>
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<tr>
<td>HBS</td>
<td>Harvard Business School</td>
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<tr>
<td>HGS</td>
<td>Hall of Graduate Studies</td>
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<tr>
<td>ICF</td>
<td>International Center for Finance</td>
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<tr>
<td>ILO</td>
<td>Initiative on Leadership and Organization</td>
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<tr>
<td>IPD</td>
<td>Interpersonal and Group Dynamics</td>
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<tr>
<td>ISP</td>
<td>Internal Service Provider</td>
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<tr>
<td>ITBS</td>
<td>Information Technology Services</td>
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<td>KBT</td>
<td>Kline Biology Tower</td>
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<tr>
<td>LA</td>
<td>Lead Administrator</td>
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<td>M&amp;P</td>
<td>Managerial and Professional</td>
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<td>MAM</td>
<td>Master of Advanced Management</td>
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<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
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<tr>
<td>MMS</td>
<td>Master of Management Studies</td>
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<tr>
<td>MOOC</td>
<td>Massive Open Online Course</td>
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<tr>
<td>MPPM</td>
<td>Master of Public and Private Management</td>
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<tr>
<td>OB</td>
<td>Organizational Behavior</td>
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<tr>
<td>PEM</td>
<td>Master's in Public Education Management</td>
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<tr>
<td>PSE</td>
<td>Program on Social Enterprise</td>
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<tr>
<td>R&amp;T</td>
<td>Research and Teaching (account)</td>
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<tr>
<td>RA</td>
<td>Research Assistant</td>
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<tr>
<td>S&amp;M</td>
<td>Service &amp; Maintenance</td>
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<tr>
<td>SC</td>
<td>Session Coordinator</td>
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<tr>
<td>SNOC</td>
<td>Small Network Online Course</td>
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<tr>
<td>SOM</td>
<td>School of Management</td>
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<tr>
<td>SR</td>
<td>Systemic Risk</td>
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<tr>
<td>TA</td>
<td>Teaching Assistant</td>
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<td>TBC</td>
<td>The Broad Center</td>
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<td>TBC at SOM</td>
<td>The Broad Center at the Yale School of Management</td>
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<tr>
<td>TBF</td>
<td>The Broad Fellowship</td>
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<tr>
<td>TBM</td>
<td>The Broad Master's</td>
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<tr>
<td>WGS</td>
<td>Whitney Grove Square, 2 Whitney</td>
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<tr>
<td>Y-SIM</td>
<td>Yale Program on Stakeholder Innovation and Management</td>
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<tr>
<td>Yale SOM</td>
<td>Yale School of Management</td>
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<tr>
<td>YCCI</td>
<td>Yale Center for Customer Insights</td>
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<tr>
<td>YPFS</td>
<td>Yale Program on Financial Stability</td>
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<tr>
<td>YPPS</td>
<td>Yale Printing and Publishing Services</td>
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</table>
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

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

Looking to Connect?

somhr@yale.edu 203-432-5452
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

Looking to Connect?
som.comms@yale.edu 203-432-6009
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.

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](mailto: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

Looking to Connect?
somfacilities@yale.edu 203-432-6000
Emergency Resources & Public Safety

Resources for Staying Safe & Staying Informed

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**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

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**Watch The LiveSafe App**

Direct access to the real-time shuttle map, walking escort services, sell safe information, and more—right from your pocket.
Annual Performance Review

Performance Review Life Cycle

1. Goal Setting
   - June - July
2. On-Going Feedback
3. Mid-Cycle Review
   - December - January
4. On-Going Feedback
5. Year-End Review
   - April - July

Yale Performance Management and Feedback

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

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

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

Contact Information
- For support with performance, C&T staff, or human resources issues, contact the Management Services Office (MSO).
- For guidance on the process, contact the Managerial/Senior Staff Development Center (MSD).
- For support with learning and career development resources, visit Learn and Grow.
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.
<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
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</thead>
<tbody>
<tr>
<td>What is the dress code at SOM?</td>
<td>We recommend business casual attire. Please check with your manager.</td>
</tr>
<tr>
<td>How do I stay informed of what’s happening on campus?</td>
<td>We recommend the weekly eNews and subscribing to Slack channels.</td>
</tr>
<tr>
<td>When do benefits start?</td>
<td>Benefits are effective as of the first of the month following your date of hire.</td>
</tr>
<tr>
<td>How do I setup parking?</td>
<td>Email the parking office at <a href="mailto:parking@yale.edu">parking@yale.edu</a> or call 203-432-9790</td>
</tr>
<tr>
<td>How soon do I get access to systems and applications?</td>
<td>Typically, your Net ID and pin are set up during your first week. Other access can take a couple weeks.</td>
</tr>
<tr>
<td>How do I get an insurance ID card?</td>
<td>You can download a copy of your insurance card on the Yale Health coverage website.</td>
</tr>
</tbody>
</table>
We’d love to hear from YOU!

Please **share** your ideas with us