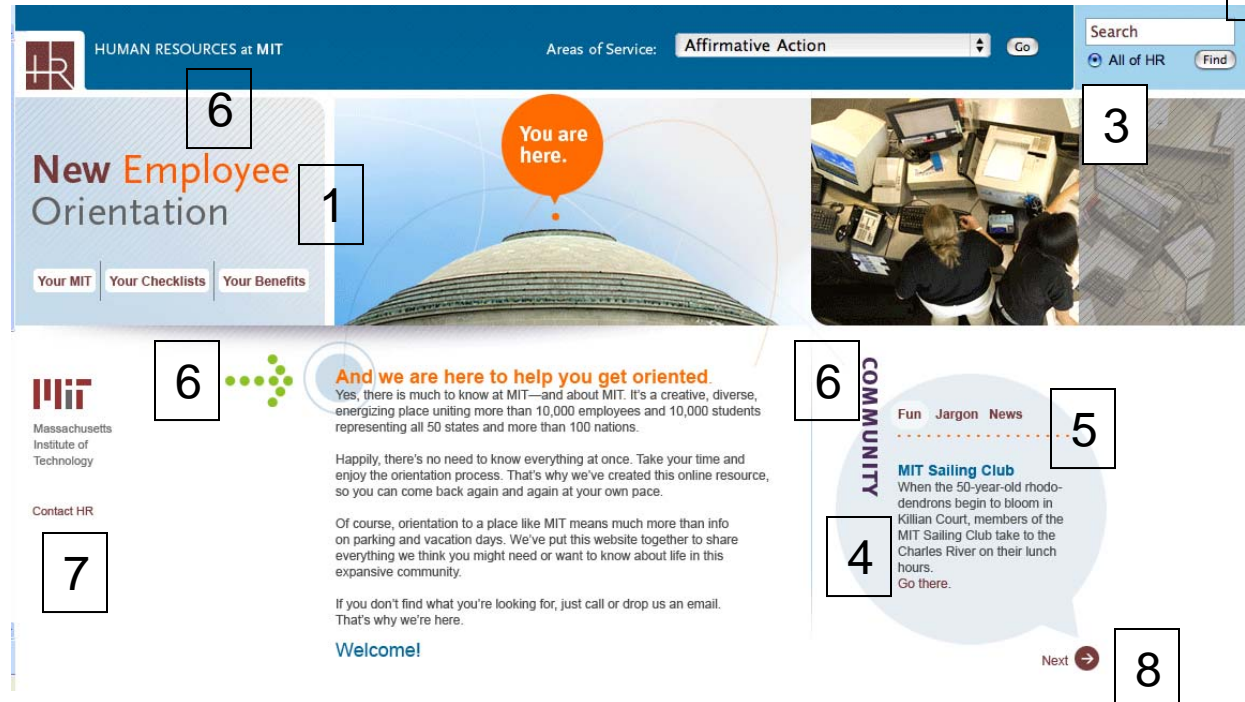


1. Three different colors and two font weights are used in this heading. This makes it hard for users to know which words are important. Consider emphasizing one word or standardizing the headline.
2. The search box should be blank and the word search should appear above it or next to it.
3. The radio button here is confusing because there is no other option. The button should be removed or an additional choice added.
4. The rotated text for “community” is distracting. Consider changing the orientation of the heading and placing it above the text.
5. The change in background that highlights fun, jargon, or news is difficult to see. Consider making the blue background darker to increase contrast.



6. A number of different colors are used as headings or highlights on the page. Some of the colors are consistent (blue for headings/highlights) but the green, purple, and orange don't follow a pattern. This makes it difficult for users to scan the page quickly and figure out the pattern.
7. The contact HR link seems to be floating on its own. Consider placing it near the search tool or as part of a footer with other site tools.
8. This next button is unclear. Will users get more information about sailing or another fact about MIT? Consider changing to a term that is more descriptive.

1. The “on state” for this button appears grayed out while the other buttons stand out. Because users are used to looking for highlighted buttons on the pages they are on, consider switching the two.

2. The orange color used for the community heading here is inconsistent with its treatment on the other pages. Consider using the same color throughout the site for this element or changing it to match the them color for the page.

These issues are consistent across the second and third level pages .

The screenshot shows the MIT Human Resources website. At the top, there is a blue navigation bar with the HR logo, the text 'HUMAN RESOURCES at MIT', and a dropdown menu for 'Areas of Service' currently set to 'Affirmative Action'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a main content area. On the left, there is a 'New Employee Orientation' section with three buttons: 'Your MIT', 'Your Checklists', and 'Your Benefits'. A red box with the number '1' highlights the 'Your MIT' button. In the center, there is a video player with a play button and a 'Full-screen' button. On the right, there is a 'COMMUNITY' section with a heading 'Fun Jargon News' and a sub-heading 'MIT Sailing Club'. A red box with the number '2' highlights the 'COMMUNITY' heading. Below the heading, there is a paragraph of text and a video player with a play button and a 'Next' button.

1. On this third level “staying safe” page the best practices don’t really fit under the site listings. They also require some scrolling to see them. Consider moving them so that users will see them more easily.



We’ve put together these tips and resources to help you keep your area of the community safe.

**See the Sites:**

MIT’s highly skilled police squad responds to most calls within 2 minutes. They are also experienced at triage—bringing in security, medical, and clean-up services as necessary. The MIT Campus Police also operates an excellent **Crime Prevention Unit**.

**Environmental, Health & Safety Services**

Laboratory safety, hazard assessment and control, construction sites—EHS will advise you on any situation, event, or practice that you want to keep safe.

**MIT Alert**

MIT Alert is the Institute’s emergency notification program, designed to provide you with essential information via phone, email, or text message in case of an emergency that affects the campus. **Sign up here.**

**MIT Medical**

MIT Medical is open to the MIT community for urgent care 24/7. Not sure if you should come in? Call 617.253.1311 to consult with a clinician. Or dial 100 if you need an ambulance on the Cambridge campus—3333 for an ambulance on the Lexington campus.

**Saferide**

The MIT Parking and Transportation Office operates Saferide, MIT’s safety shuttle van service, which is free to all members of the MIT community. Saferide provides a secure means of transportation at night within and around the MIT campus. Visit the Saferide site to download a copy of the shuttle schedule.

**Safety Best Practices**

**Lock your door** when your office is unattended—property theft is the most common crime on campus.

**Report suspicious activity** to the campus police—dial 100 from any phone on campus.

1

**Environmental Health & Safety**  
100 (from a campus phone)

**MIT Medical**  
100 (from campus phone)  
617.253.1311 (from a mobile phone)

COMMUNITY

Fun Jargon News

**UROP**  
Undergraduate Research Opportunities Program

Through UROP, students have the chance to work on cutting edge research across campus. UROPs may be paid or voluntary. Many offer academic credit. **Go there.**

Next →



1. It might be helpful for users to have a printable version of these checklists so they could keep them handy and check items off as they complete them.

**New Employee Orientation**

Your MIT | Your Checklists | Your Benefits

**Your Checklists Before You Start**

- Before You Start
- Your First Day
- Your First Month
- Your Reminders

**MIT** Massachusetts Institute of Technology  
Contact HR

**1**

**We want you to enjoy your first day on the job. Here are four things that you can do in advance to make your first days go smoothly.**

**Checklist—Before you start**

- ✔ **Check in with your department**  
It's a good idea to confirm your arrival time, get parking and transportation tips, and check to see if there's anything you should bring with you.
- ✔ **Complete Form I-9.**  
Within your first three days of employment, the federal government requires that you submit something called the Employment Eligibility and Verification form—Form I-9. It's easy to do. Just **download the pdf**, fill out the form, and present it to your supervisor with your ID. Acceptable forms of ID are described on the form.
- ✔ **Connect to MIT's computing services.**  
MIT's Information Systems & Technology will be an important resource throughout your MIT career, so visit the **IS&T** site and get comfortable with what they have to offer. This is also a good time to set up your e-mail account. You'll likely need it right away, so the sooner you're connected the better.
- ✔ **Register your personal information.**  
Take a look around the online **Employee Self Service Center**. Here you can enroll in benefits programs, make changes to your contact information, arrange direct deposit, and perform other vital functions with a minimum of bureaucratic hassle.
- ✔ **Get familiar with your benefits.**  
Our **multimedia overview** describing employee and faculty benefits will bring you up to speed quickly.

**COMMUNITY**

Fun Jargon News

**UROP Undergraduate Research Opportunities Program**

Through UROP, students have the chance to work on cutting edge research across campus. UROPs may be paid or voluntary. Many offer academic credit. Go there.

Next →

1. Enrollment may get lost on this page and users may not associate enrollment with “Who is eligible?” Consider making enrollment it’s own page.

HUMAN RESOURCES at MIT

Areas of Service: **Affirmative Action** Go

Search All of HR Find

## New Employee Orientation

Your MIT Your Checklists Your Benefits

### Your Benefits

- Who is Eligible?
- Health & Life Benefits
- Planning Your Future
- Funds for Education
- MIT Medical Services
- Time Off & Time Away

Massachusetts Institute of Technology  
Contact HR

### Who is Eligible?

If you are eligible, you can apply to most benefits programs immediately. Test your eligibility below, then sign up online at the Employee Self Service Center.

#### #1. Determine if you're eligible.

You are likely to be eligible if you fit these criteria:

- You have been hired to work a minimum of half time for at least three months.
- You are paid by MIT.

You are not likely to be eligible if you fit one of these criteria:

- contractor
- affiliate
- teaching assistant
- research assistant
- honorary lecturer
- postdoctoral trainee
- MITemp
- summer appointment
- non-MIT student program worker
- international visiting student
- member of the armed services assigned to MIT
- student in a work study program

#### #2. Enroll

You have 31 days within your date of hire or appointment or 31 days from when you first receive the official "Welcome Packet" to sign up for benefits—which ever is later. When you

COMMUNITY

Fun Jargon News

**MIT Sailing Club**  
When the 50-year-old rhododendrons begin to bloom in Killian Court, members of the MIT Sailing Club take to the Charles River on their lunch hours. Go there.

Next →

1

Done

1. The different icons on the benefits tag are confusing.

**New Employee Orientation**

Your MIT | Your Checklists | Your Benefits

### Your Benefits

- Who is Eligible?
- Health & Life Benefits
- Planning Your Future
- Funds for Education
- MIT Medical Services
- Time Off & Time Away

**MIT** Massachusetts Institute of Technology  
Contact HR

**Your Benefits**

portal to your multimedia tour of the MIT Benefits Universe

ENTER HERE

Here's what you'll find on this site:

**Who is Eligible**  
Confirm your eligibility and sign up.

**Health & Life Benefits**  
Health dental, vision, and life insurance plans as well as flexible spending accounts.

**COMMUNITY**

Fun Jargon News

**MIT Sailing Club**  
When the 50-year-old rhododendrons begin to bloom in Killian Court, members of the MIT Sailing Club take to the Charles River on their lunch hours. Go there.

Next