### Onboarding Timeline – 1st 90 Days

**Before Day One**
- **Offer Acceptance - Excitement!**
- **Welcome from Supervisor!**
- **Supervisor contacts New Hire about 1st day logistics**
- **New Hire prepares for Day 1: ID, docs. transportation, etc.**

**Week One**
- **Greeted by Supervisor or Dept. HR / PPL**
- **Housekeeping (I-9, Direct Deposit, Identikey, Buff One, Keys, Parking)**
- **Introductions to peers, tour of workplace, tour of campus**
- **Supervisor explains how new hire can become successful: sets expectations**

**First 30 Days**
- **Benefits Enrollment & Required Training Completed**
- **Employee is learning about their role & CU-Boulder**
- **Supervisor & colleagues help new hire orient to department norms**
- **Systems Access granted (HCM, FIN, CU-SIS, etc.)**

**First 90 Days**
- **Employee proactively seeks resources to climb the learning curve of new role**
- **Employee has begun to establish a peer network**
- **Employee understands the vision, mission, and valued behaviors of their unit**
- **Employee embraces their new role and is excited to Be Boulder!**