New at CU - Your First Year

**Start Date**

- Prepare for your start date
  - Speak with your supervisor so you understand:
    - Where to go
    - What to wear
    - What time to arrive
    - How to get to work
    - Where to park
  - Explore [www.colorado.edu](http://www.colorado.edu)

**30 Days**

- 1st Day through end of 1st week of Work
  - Meet your supervisor and fellow staff
  - Get to know your office and work area
  - Obtain your Buff OneCard and EcoPass
  - Start completing online setup actions if you haven’t already

- Enroll in Benefits within your first 31 days:
  - Benefits for all four CU campuses are managed by the Employee Services office located in Denver
  - Complete benefits enrollment online through your MyCUinfo portal
  - For assistance, contact Employee Services: (303) 860-4200 [https://www.cu.edu/employee-services](http://www.cu.edu/employee-services)

- Attend The New Employee Welcome Experience within your first 30-45 Days

**90 Days**

- 1st 90 Days
  - Work with your supervisor to understand the expectations for your job
    - Register for the New Employee Campus Experience
    - Complete SkillSoft or other Trainings as required for your position:
      - Work with your supervisor or department PPL (Payroll & Personnel Liaison) understand which particular trainings you will need to complete

- 1st 30 Days
  - Register for the New Employee Campus Experience
  - Perks and Discounts
    - Continue to establish a peer network
    - Check in with manager or supervisor to make sure you are on track with meeting work expectations.

**6 Months**

- 1st 6 months
  - Continue to establish a peer network
  - Check in with manager or supervisor to make sure you are on track with meeting work expectations.

**1st Anniversary**

- Congratulations!
  - Meet with your supervisor to discuss your professional development so you can continue to grow successfully in your role.

**Renew Benefits Enrollment each May during Open Enrollment**

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**Attend CU Discover Series monthly lunch and learn sessions to learn more about CU Boulder**