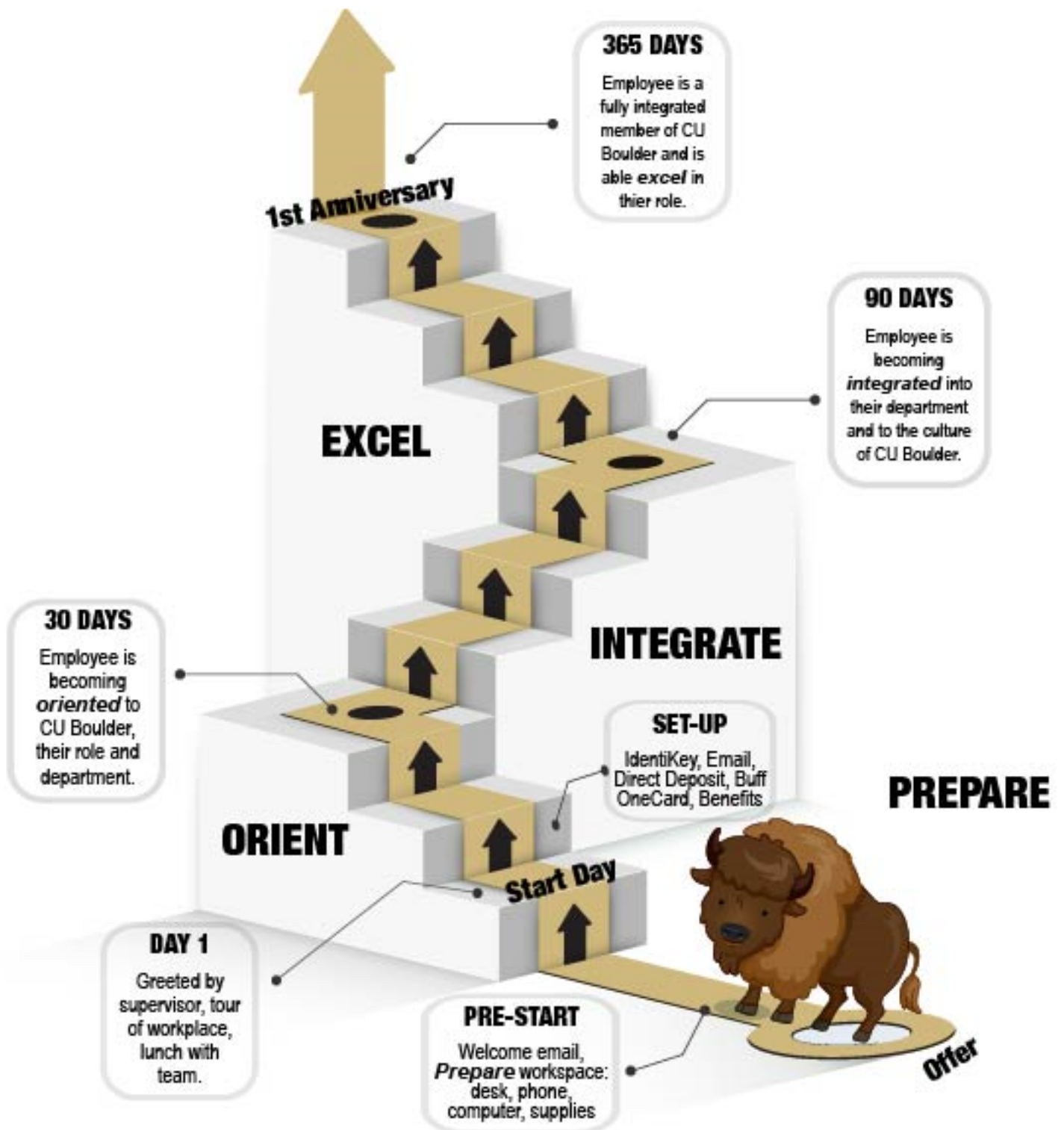


CU BOULDER'S COMPREHENSIVE ONBOARDING MODEL





Human Resources

UNIVERSITY OF COLORADO **BOULDER**

Sponsored by:

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Onboarding for New Hires

This informational guide will help you:

- ✓ Understand the purpose of onboarding
- ✓ Understand CU Boulder's three-tiered approach
- ✓ Distinguish between onboarding, orientation, and set-up
- ✓ Introduce onboarding resources and tools provided by HR

Use this and the online onboarding resources to develop an onboarding plan for your new hires.

Definition of Onboarding

Onboarding is the *process* by which new hires become *fully integrated members* of the institution.

Purpose of Onboarding

The purpose of onboarding is to help new hires reach *higher levels of productivity faster*.

Onboarding Outcomes

- ✓ Faster time-to-productivity
- ✓ Increased retention rates
- ✓ Higher levels of career satisfaction
- ✓ Lowered levels of stress

CU Boulder Onboarding Model

CU Boulder's onboarding model is a comprehensive approach involving all levels of the institution. The three-tiered model is research based and incorporates programs, tools and resources with the goal of moving newcomers to higher levels of productivity, faster.

Three Tiered Model Components of a New Hire's First Year



Activation

- Task-based items to become 'set up' to work
- I-9, IdentiKey, Buff OneCard, W-4, Benefits, etc.
- Registering for orientations, completing required trainings



Orientation

- Attending campus and system orientations and trainings
- College, division and/or departmental orientations
- Becoming oriented to the work and culture



Integration

- Immersion in campus values, initiatives, and mission
- Mentoring, coaching, on-the-job training, interpersonal network development

New hires at CU Boulder will attend programs, and receive tools and resources at each point. Needs of newcomers are addressed over the first year by incorporating the campus onboarding philosophy as a guiding framework for delivering important institutional information during the phases at which newcomers are able to best retain and use the information effectively.

CU Boulder Onboarding Philosophy

The purpose of onboarding is to move new employees to higher levels of productivity faster. Our campus onboarding philosophy is based on the research of Mark Stein and Lilith Christiansenⁱ which encompasses the entire first year experience of a new employee.

Onboarding is a process, not an event.



The **four pillars** (categories) that support our onboarding philosophy are:

- Cultural Mastery
- Interpersonal Network Development
- Strategy Immersion and Direction
- Early Career Support



The **three tiers** of onboarding a new hire will move through during the first year are:

- Activation (pre-start through first week)
- Orientation (becoming oriented to the campus, department, unit)
- Integration (integration to the institution's community)

Chair/Supervisor's Role in Onboarding

- ✓ **Supervisors/Chairs play the most important role in onboarding new hires.**
- ✓ The direct supervisor is responsible for coordinating and overseeing onboarding for their new employee.
- ✓ The direct supervisor is responsible for helping the new hire move through the tiers of onboarding while integrating the four pillars (categories of learning) throughout the first year.

Ownership for Onboarding at all Levels of the Institution

Successful onboarding at CU requires the involvement of **many departments** and individuals at all levels of the institution.

CU System Administration offices located in Denver are responsible for managing benefits, payroll and enterprise technology systems for all four campuses:

Benefits

Health
Dental
Vision
Retirement

Payroll Services

Direct Deposit
Pay Cards
W-4
W-2
International Tax Advisors

IT Systems

MyCUinfo portal
MyLeave
SkillSoft

Boulder Campus Department of Human Resources is responsible for providing onboarding tools, templates, guidance and programs to new hires and their departments. Programs include the New Employee Welcome Experience, CU Discover Lunch and Learn series, and QuickStart Center.

College, School, Division, or Institute is responsible for providing guidance for specific policies and procedures and may provide an orientation to new hires. New Faculty Orientation facilitated by the Office of Faculty Affairs.

Department is responsible for providing information about the department's policies, business processes and other information to help new employees understand their work environment and meet colleagues.

Chair, Supervisor, Working Group/Team are responsible for providing one-to-one coaching to the new hire to help them learn the expectations of the role, on-the-job training, and social integration. In addition, new faculty should receive information for research, teaching, service and mentoring programs; as well as professional development, university resources and committee opportunities.

New Hire is responsible for engaging in their own onboarding by asking questions, taking notes, completing trainings, and learning about their college/division so they may quickly become contributing members of the institution.

Chair/Supervisor Role and Responsibilities

It is the department chair's and/or direct supervisor's responsibility to plan for the yearlong onboarding of the new hire

Three most important onboarding responsibilities for chairs/supervisors:

1. Be proactive – plan ahead
2. Coordinate and communicate with others who may be involved
3. Be available to your new hire

Supervisors coordinate with or delegate to others in their department who may be involved with the new employee set-up process.

1. Be Proactive:

- Ensure the new hire has a signed offer letter and has passed the background check *before* discussing a start date.
- Allow at least 2 week's lead-time before the new hire starts work.
 - By allowing ample time, this will ensure the appointment is entered and approved and the provisioning process takes place (IdentiKey, email)
- Use the tools and templates provided by Boulder Campus HR:
 - Use the **Onboarding Checklist** as your guide
 - Send a welcome email to the new hire
 - Create a 1st Week Itinerary

2. Coordinate and Communicate with Others:

- Coordinate the smooth set-up and transition of the newcomer by communicating with anyone in your department who will be involved with the set-up items.
- This may include:

Administrative Support Personnel	Telephone Liaison
HR Liaison for department	Building Proctor
Parking Liaison	Team Members
Key Liaison	
- Schedule meetings and coordinate the 1st Week Itinerary to ensure all members are available to assist where necessary.
- Email 1st day instructions to the new hire:
 - Use the HR template to explain where to report; what time; where to park, and the expectations for their first day.
 - Attach the 1st Week Itinerary.
- Send an email to your department:
 - Announce the new hire's upcoming arrival
 - Provide information about the new employee, their role and any information relevant to the position.

3. Be Available to Your New Hire:

- **Make time** to personally welcome your new hire
- **Check in daily** for the first week
 - Helping your new hire acclimate to the department culture goes a long way towards increased productivity, commitment and engagement.
- **Encourage** the new hire to ask questions
- Introduce the new hire to department culture, norms, history, values
- **Cover professional duties and responsibilities.** New hires desire frequent feedback, interaction and guidance.

CU Boulder HR: Resources for New Hires

Orientations/Trainings for New Hires

- **New Employee Welcome Experience (NEW-X)**
 - Full-day introduction to the CU Boulder Campus, values, mission, tours and guest-speakers.
- **CU Discover Lunch and Learn Series**
 - Monthly lunch & learns to help newcomers better understand the perks, programs and initiatives at CU Boulder.
- **Benefits Orientation**
 - Presented by Employee Services, the office in Denver that manages benefits for all four campuses

Online Resources for New Employees

- **New Employee web page**
www.Colorado.edu/HR/new-employees
 - Information on campus and CU system resources
 - Registration for orientation and training programs
 - New hire toolkit
- **Email communications**
 - Monthly emails to new hires with just-in-time information

CU Boulder HR: Orientations for New Hires

New Employee Welcome Experience (NEW-X)

- First event in a comprehensive, yearlong onboarding experience designed to help increase the understanding of CU Boulder's:
 - Governance and organizational structure
 - Values
 - Campus Initiatives
 - History
- Offered to new, permanent faculty and staff. Recommended attendance within the first 90 days of employment - up to the first year. (Call for guidance on rehires)
 - Staff, Faculty, Research Faculty, Post-Docs

NEW-X Course Description

This daylong event will help newcomers become oriented with the CU Boulder campus. The New Employee Welcome Experience (NEW-X) starts at Old Main in the historic heart of campus where participants will begin to develop their understanding of what it means to be a member of the CU Boulder community.

The day includes:

- Classroom activities to learn about the governance structures, budget, history, values and initiatives of the campus.
- Tours - walking and bus tours of main campus and east campus
- Free Lunch – sponsored by Elevations Credit Union
 - Retirement providers available to answer questions at lunch

Benefits for all four CU campuses are managed by Employee Services, the CU System Administration office in Denver. **This program is not a benefits orientation.*

New Employee Welcome Experience – continued

Schedule:

- Monthly on the second Thursday, 8:30 a.m. – 4:30 p.m.
- Location: Begins and ends at Old Main
- **Full-day attendance** is required

How to Register:

- New, permanent faculty/staff who have begun work at CU Boulder may register through SkillSoft
 - For new hires who have not previously worked at CU Boulder (transfers from other campuses ok)
 - *For re-hires, please call for space availability*
- 1. Open SkillSoft from the MyCUinfo portal
- 2. Search for Instructor Led courses with the title *New Employee Welcome Experience*
- a. Or use the following link –
https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=ilt_a10094
- b. Click on the Boulder campus icon
- c. Log into the MyCUinfo Portal using IdentiKey and password (The SkillSoft registration page for the New Employee Welcome Experience should automatically open)
- 3. Click the +/- button next to the “Sessions” folder to view the upcoming session dates
- 4. Hover your mouse over the date in which you are interested and click the blue “Enroll” option to the right of the date

New employees will receive a confirmation email at their Colorado.edu email address

Contact information: NewAtCU@Colorado.edu

Chrissy Harrison 303-492-2254 or Training Coordinator 303-492-8103

CU Discover Lunch & Learn Sessions

- Held over the lunch hour
- The next component of the comprehensive, yearlong onboarding program
- Offered to new employees within their first 12-18 months at CU Boulder
- New employees will learn more about the values, mission, operations and initiatives of the CU Boulder campus
- Provides an opportunity for new employees to build relationships with other new employees

CU Discover Schedule:

- Monthly on the third Friday
- 12:00-12:45 p.m.
- Location: East Campus, ARC Building, Room #620
- Participants may **bring their own** lunch to the sessions

How to Register:

- https://www.colorado.edu/hr/new-employees/cu_discover_lunch_amp_learns-185
- Registration links are provided in the session calendar on the right side of the CU Discover web page. Hover over the title and the registration link will come up.

CU Discover Topics and Speakers:

Topics and speakers will rotate throughout the calendar year

Topics may include:

- Making Excellence Inclusive
- Higher Ed – a Whole Different Animal
- Compliance and Ethics at CU Boulder
- Research and Innovation at CU Boulder
- Perks and Programs for Employees
- Tuition Benefit Overview
- Demystifying Academic Traditions and Regalia in Higher Education

Benefits Orientation: Employee Services

Employee Services, the office in Denver that manages benefits for all four CU campuses provides an in-person benefits orientation twice monthly on the Boulder campus.

- Benefits Orientation
- Employees encouraged to attend in their first 30 days
- **90-minute sessions**
- Overview of CU health, dental, vision and retirement plans

Benefits Orientation Schedule:

- 2nd and 4th Thursday of each month
- 9:00-10:30 a.m.
- Location: Administrative and Research Center (ARC)
 - 3100 Marine St. Boulder, CO 80309
 - Third Floor (HR)
 - Room 346

How to Register:

- <https://www.cu.edu/employee-services/benefits/new-employee-benefits-orientations>
- Click on the registration link for the desired session

CU Boulder HR: Online Resources for New Hires

New Employee Web Page

www.Colorado.edu/HR/new-employees

- **Centralized information ‘hub’**
 - Getting Started at CU Boulder
 - Programs for New Hires
 - Registration for in-person training programs
 - Benefits
 - Perks and Discount Programs
 - Resources
 - OIEC, Calendars, Campus News, Safety, and more
 - Living in Boulder & Surrounding Areas
 - Buying, Renting, Childcare, Schools, Recreation

New Hire Toolkit

- New Hire Checklist
- Welcome Information Packet
- Step-guide for Set-Up in MyCUinfo Portal
 - W-4, Direct Deposit, CU Alerts
- First Year At-a-Glance Guide
- SkillSoft Guide (training portal)

Email Communications

- Pre-start welcome from OIT with ***instructions for claiming IdentiKey***
 - Newcomers are encouraged to activate IdentiKey prior to the first day of work
- Monthly emails to new staff with just-in-time information about campus events, initiatives, training sessions, etc.

CU Boulder HR: Online Resources for Departments

Chairs/Supervisors and HR Liaisons

<https://www.colorado.edu/hr/onboarding>

- **Tools, Templates and Guidance for Onboarding New Hires**
 - CU Boulder's Onboarding Philosophy
 - What to Expect from HR
 - Your Role and Responsibilities
 - Links to Information for Newcomers

Onboarding Toolkit

- Onboarding Checklist
- First Week Itinerary Template
- Department Reference Guide Template
- Welcome Email Templates
 - Classified
 - University Staff

Email Communications

- Pre-start onboarding email with onboarding toolkit attached
- Monthly emails with information about employee learning programs such as CU Discover, NEW-X and more!

Examples of Onboarding Tools

Onboarding Checklist

Don't recreate the wheel! Use this template to help you remember all the things you need to do for new employee – customizable

Human Resources UNIVERSITY OF COLORADO BOULDER	Human Resources UNIVERSITY OF COLORADO BOULDER
<p>Use this onboarding checklist with the new employee over the 1st year of service Departments may modify this checklist to meet department-specific needs</p>	<p>Use this onboarding checklist with the new employee over the 1st year of service Departments may modify this checklist to meet department-specific needs</p>
<p>BEFORE YOUR EMPLOYEE'S FIRST DAY</p>	<p>FIRST DAY/WEEK</p>
<p>Communicate with your new employee</p> <ul style="list-style-type: none"><input type="checkbox"/> Send a personal welcome letter/note/email<input type="checkbox"/> Connect with the new hire regarding the first day logistics (what time to arrive/work schedule, where to park/transportation, what to wear, eating options, etc.)<input type="checkbox"/> Communicate itinerary for first day or first week (1st Week Itinerary Template)<input type="checkbox"/> Provide guidance about getting to campus - campus map, bus, parking, local places to eat <p>Anticipate and Prepare for the new employee's arrival</p> <ul style="list-style-type: none"><input type="checkbox"/> Create an itinerary for the first week and communicate this with the new hire so they know what to expect when they arrive<input type="checkbox"/> Order computer and any technological tools as far in advance as possible<input type="checkbox"/> Arrange for phone setup (can take up to two weeks)<input type="checkbox"/> Arrange for your departmental IT or Dedicated Desktop Support professional to meet with the new hire on the first day to ensure email accounts and any necessary software are up and running<input type="checkbox"/> Arrange the workspace and ensure all supplies are available:<ul style="list-style-type: none"><input type="checkbox"/> Order nameplate<input type="checkbox"/> Obtain information for business cards, order cards<input type="checkbox"/> Provide necessary office supplies (pens, paper, etc.)<input type="checkbox"/> Obtain information for uniforms or required gear<input type="checkbox"/> Arrange for Key/ Building Access – with department Key Liaison<input type="checkbox"/> Prepare parking permit application form if applicable – with department Parking Liaison <p>Communicate with your department</p> <ul style="list-style-type: none"><input type="checkbox"/> Send an email to the team/department announcing the new hire, their start date, and any pertinent information so the new hire's colleagues are ready to welcome the new hire	<p>Welcome</p> <ul style="list-style-type: none"><input type="checkbox"/> Greet and show employee to their office space, where to put coats, lunch, etc.<input type="checkbox"/> Go over agenda for the day so they know what to expect<input type="checkbox"/> Tour of office building, shop, workplace<ul style="list-style-type: none"><input type="checkbox"/> Meet co-workers (official or unofficial welcome)<input type="checkbox"/> Show location of break room, kitchen, restrooms, mail box, printer/copier, etc.<input type="checkbox"/> Buff OneCard – it's helpful to have someone take the new hire in person to get their card. Every new employee receives a free meal pre-loaded on their card.<input type="checkbox"/> Keys – work with department Key Liaison to either request keys or building access on Buff OneCard. If the new hire must pick up key from Access Services, it's also helpful to have another employee go with the new hire to get the key.<input type="checkbox"/> Explain whom the employee may go to with questions/concerns to when supervisor is not present<input type="checkbox"/> Share employee's own work contact information – phone, email, employee ID number <p>Information Technology</p> <ul style="list-style-type: none"><input type="checkbox"/> Arrange for IT professional to meet with the new employee for the following:<ul style="list-style-type: none"><input type="checkbox"/> Computer – appropriate use and security<input type="checkbox"/> Identikey Activation: Once the hire is approved in HCM, the IdentiKey is provisioned within 24 hours. New employees will receive an email from OIT with instructions on how to claim IdentiKey.<input type="checkbox"/> Portal: MyCUinfo (access to pay advice, benefits, training, systems, etc.)<input type="checkbox"/> IT Help Desk, 5-HELP, help@colorado.edu<input type="checkbox"/> Computer/internet use policies<input type="checkbox"/> Email lists – add new employee<input type="checkbox"/> Office printer/copier use codes<input type="checkbox"/> Introduction to department Intranet<input type="checkbox"/> Introduction to VPN<input type="checkbox"/> Access to shared drives<input type="checkbox"/> Supervisor to go over the following topics:<ul style="list-style-type: none"><input type="checkbox"/> E-mail policies – use, etiquette, expectations, out of office notifications<input type="checkbox"/> Scheduled meetings and events – add new employee to ongoing or upcoming meetings/events<input type="checkbox"/> Share your "Favorites" website information as it makes sense for the position (myCUinfo portal, www.colorado.edu, etc.)

1st Week Itinerary Template

Show your new employee you've been planning for their arrival!

Coordinate with the appropriate parties, add your own specific information to the highlighted area and email a copy to your new employee before their first day.

[Position Title or New Employee's Name] Onboarding Schedule				
Date	Time	Training Session/Task	Location	Notes
12/14/2015	8:00 am	Arrive at [Building Name/ Acronym for name] [Street Address] Boulder, CO 80309	[Floor, office # or specific location e.g. 3 rd Floor Reception area]	[Name and Title of person who will meet new hire] will meet you in [specific area, e.g. the reception area] and show you to your office and go over agenda for the day. [You will receive a New Hire Checklist; any additional documents]
	8:30 – 9:30 am	Tour of Department and Meet staff (brief hello to each)	[specific location, e.g. ARC 3 rd Floor]	[Name of supervisor or person who will be responsible] will walk you around meet the staff and show key features of the floor
	9:00-11:30 am	Meet with [name of supervisor]	[office number] [name of supervisor]'s Office	Review New Hire checklist, Work Contact information, and best way to ask questions...
	11:30 am-1:00 pm	Obtain BuffOne Card/EcoPass	BuffOne Card Office, C4C	[name of co-worker and title] will take you to the BuffOne Card Office. Items to bring: Photo ID
		Lunch with [Supervisor or co-workers' names and titles]	Center for Community (C4C)	[Names of co-workers] will take you to the Center for Community (C4C). A free meal is pre-loaded on your BuffOne Card!
	1:00 – 2:00 pm	Meet with [IT Person or other designated person, title] to set up computer and email access	[office number] [office description e.g. Your Office]	[Name of IT person] will meet you in your office.
	2:00 – 3:00 pm	Meet with [name and title] for department overview	[office number] [office description]	
	3:00 – 4:30 pm	Office Time: Spend time getting settled	[office number] [office description]	Get a feel for your office space & make a list of questions you have.

Department Reference Guide Template

The “A-Z” Guide for your department!
Campus-wide information is already included.
Customize for your department-specific information.

Add your own department specifics such as:

- Location of break rooms, cleaning supplies, office supplies
- Contact person for name plates or business cards
- Professional association membership information
- Office and building maintenance resources
- And more!

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<p>Enter Department Name Here - Department Reference Guide</p> <p>Division/College Address Line 1 Address Line 2 Building Boulder, CO Zip Code Main Phone Number http://www.colorado.edu/hr</p> <p>Building name</p> <p>Building details. Be sure to include the address, general location, and any pertinent building details.</p> <p>Benefits</p> <p>You have 30 days to sign up for medical and dental insurance and other benefits. Please review benefits options at http://www.cu.edu/employee-services. It is important to visit this page to learn about medical, dental, and vision benefits as well as retirement plans, payroll & tax information and other perks of employment.</p> <ul style="list-style-type: none">• Benefits are administered by Employee Services located at the System Administration offices in Denver. To speak with a benefits counselor, please call (303) 860-4200 or toll-free 1-855-216-7740, option 3 or email benefits@cu.edu <p>Break Room</p> <p>Break room info. Enter the details of your break room(s) here — be sure to include the room number and description of the location.</p> <p>Buff OneCard</p> <p>CU-Boulder employees are provided a Buff OneCard which acts as your employee ID card and in some cases, will also act as your building key. Your Buff OneCard will allow</p>	<p>Business Cards & Nameplate</p> <p>Work with enter the name and email address of the person in your office who orders supplies to request new or additional business cards and/or name plate.</p> <p>Campus Maps</p> <p>http://www.colorado.edu/campusmap</p> <p>You may also find hard copies of the campus map at the Parking Services Office located at 1050 Regent Dr., 502 UCB, Boulder, CO 80309 303-492-7384</p> <p>Cleaning Supplies</p> <p>Enter your office's cleaning supply info here, e.g. where the vacuum and other cleaning supplies are located (room number, office number, etc.)</p> <p>Complimentary Head/Shoulder Portraits</p> <p>Do you need to dress up your C.V. or your website, bio sheet, or professional organization portrait? Strategic Relations (University Communications) offers complimentary photographs for university faculty and staff. Call (303) 492-3119 to make an appointment. The studio sessions are held on the second Wednesday of each month from 9:00 a.m. to noon, and on the last Tuesday from noon to 3:00 p.m. The studio is located in the ARC building on East Campus in the Strategic Relations office on the 5th floor.</p> <p>Computer/System Problems – Request IT Help</p> <p>Visit https://desktopsupport.colorado.edu/servicerequest/index.php/site/login or use the icon on your desktop if available. Log in with your IDentiKey and password. Fill out a ticket for your service request.</p> <p><small>if your department contracts with CRT's dedicated desktop support, please use the above language and</small></p>

Welcome Letter Email Template

Your new hire is eager for contact between the time they sign the offer and the official start date. **Keep the enthusiasm high by sending a personalized welcome email!**



Click here to enter a date.

Dear Enter appointee name here:

Welcome to CU-Boulder! We are thrilled you made the decision to Be Boulder and become a member of our campus community.

Today, with our sights set on becoming the standard for the great comprehensive public research universities of the new century, we strive to serve the people of Colorado and to engage with the world through excellence in our teaching, research, creative work, and service. The University faculty and staff are diverse, talented, and passionate people who share this vision and mission.

Be Boulder invites us all to move beyond how others may define our community, and provides a framework to showcase our value. It is a call to action and an inspiration for our students, faculty and staff about who we are, and who we can become.

We welcome you to Be Boulder.

The purpose of this letter is to help you get started as a new member of our campus community.

Prepare for your First Day

Communicate with your department liaison or supervisor; make sure you understand:

- What time to arrive
- Where to report when you first arrive
- Dress-code expectations
- What to bring on your first day
- Your supervisor's phone number

Review benefits information: <https://www.cu.edu/node/44747>

- Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at
- Benefits enrollment will be o
- Benefits counselors are ava 303-860-4200 or [employees](#)
- In-person benefits counseling 303-860-4200 to schedule - list. Many questions can be counselor before scheduling

Explore the Campus

We encourage you to explore the campus

- Visit the extensive campus website: www.colorado.edu
- Visit campus in person <http://www.colorado.edu/visit/>
- Take a virtual tour from the comfort of your home <http://www.youvisit.com/tour/colorado?loc=trail1.0.1.1&pl=y>

Here are some ways for you to get to know our department

Enter specific department information that will help the new hire ease into their first day (i.e., parking, kitchen amenities, appropriate dress, nearby restaurants, etc.).

If you have any questions, please do not hesitate to ask. We look forward to working with you!

Sincerely,

Enter name

Department of Enter department name here



Enter department contact information



New Hire Checklist


Help New Hires become productive quickly!

Provide this to the new employee before their first day – send via email and use throughout the first year when you have check-in meetings.

 Human Resources UNIVERSITY OF COLORADO BOULDER	9/27/2016	 Human Resources UNIVERSITY OF COLORADO BOULDER	9/27/2016
<u>New Employee Checklist for CU Boulder</u>		<u>YOUR FIRST 30 DAYS – ORIENTATION TO YOUR NEW ROLE, YOUR DEPARTMENT, AND THE CU BOULDER CAMPUS</u>	
<u>BEFORE YOUR FIRST DAY - PREPARE</u>		<u>NEW EMPLOYEE SET-UP ACTIONS</u>	
<u>FIRST WEEK</u>		<u>FIRST WEEK</u>	
<ul style="list-style-type: none"><input type="checkbox"/> Communicate with your department liaison or supervisor; make sure you understand:<ul style="list-style-type: none">• What time to arrive• Where to report when you first arrive• Dress-code expectations• What to bring on your first day• Your supervisor's phone number<input type="checkbox"/> Bring original documents for proof of authorization to work<ul style="list-style-type: none">• For a list of acceptable documents, please review this web page: https://www.uscis.gov/i-9-central/acceptable-documents<input type="checkbox"/> Review benefits information so you are informed and ready to enroll when you start work:<ul style="list-style-type: none">• Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices in Denver• Benefits enrollment will be completed online through your MyCUinfo portal once you have started work.• Your benefits eligibility begins on your official start date.• Benefits counselors are available by phone 8 a.m. to 5 p.m. Monday through Friday 303-860-4200 or employeeservices@cu.edu• In-person benefits counseling sessions are available on the Boulder Campus by appointment only. Call 303-860-4200 to schedule – <i>please note, these appointments fill up quickly and typically have a waiting list. Many questions can be answered by phone, so please consider calling to speak with a benefits counselor before scheduling an in-person appointment</i><input type="checkbox"/> Explore the Campus:		<ul style="list-style-type: none"><input type="checkbox"/> Complete the I-9 form with your department I-9 partner or visit the Campus HR office to fill out the form. *Be sure to bring original documents for authorization to work.<ul style="list-style-type: none">• Campus HR Office: 3100 Marine St. Boulder, CO 80309 Third Floor• 303-492-8475<input type="checkbox"/> Claim and activate your IdentikKey http://www.colorado.edu/oit/tutorial/identikkey-primary-account-activation Call the Office of Information Technology for help at 5-HELP from any campus phone (303-735-4357)<input type="checkbox"/> Obtain your Buff OneCard and Eco-Pass Card – bring a photo ID http://www.colorado.edu/buffonecard/faculty-staff<input type="checkbox"/> Complete your W-4 online through your MyCUinfo Portal https://my.cu.edu/index.html<input type="checkbox"/> Complete your Direct Deposit through your MyCUinfo Portal https://my.cu.edu/index.html<input type="checkbox"/> Review your Personal Information in your MyCUinfo Portal and enter Emergency Contact information https://my.cu.edu/index.html<input type="checkbox"/> Enroll in Campus Alerts http://alerts.colorado.edu/<input type="checkbox"/> Work with your department to gain access to your email account. Call 5-HELP from any campus phone for assistance. Your call will be routed to the Office of Information Technology.<input type="checkbox"/> Gain access to your building – work with your department's Key Liaison for appropriate access via key or key-card permission on your Buff OneCard.<input type="checkbox"/> If applicable – obtain your work uniform, materials, and other department property for your new role.	
<u>FIRST 30 DAYS</u>		<u>FIRST 30 DAYS</u>	
<ul style="list-style-type: none"><input type="checkbox"/> Enroll in or waive your health, vision, dental, and retirement benefits through your MyCUinfo Portal https://my.cu.edu/index.html<ul style="list-style-type: none">• Your benefits eligibility begins on your official start date.• Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices		<ul style="list-style-type: none"><input type="checkbox"/> Enroll in or waive your health, vision, dental, and retirement benefits through your MyCUinfo Portal https://my.cu.edu/index.html<ul style="list-style-type: none">• Your benefits eligibility begins on your official start date.• Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices	

SkillSoft Quick Start Guide

Step-by-step guide! Help new employees use SkillSoft to register for required trainings and NEW-X.



University of Colorado
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EMPLOYEE SERVICES

Skillsoft: Quick Reference


Launching Custom and Standard Online Courses

Navigation Shortcut: Campus portal (<https://my.cu.edu>)> NavBar> CU Resources> Training> Start Skillsoft

To launch a CU custom course:

1. Select your campus from home page buttons or the Library.
2. Select the category and locate the course title.
3. To view course details, click the course title, or **Details** from dropdown.

To take the course click **Launch**.



CU: IT Confidentiality Agreement


Custom - Course: 20 Minutes

LAUNCH

Details

Save

Share



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Library Learning Plan

Search Content

Quick Links

Instructor Led Training

Learning Transcript

Support


Discover Skillsoft

Upcoming Events

Instructor Led Training

Live Events

Learn. Discover. Achieve.




CU Boulder


CU Denver | Anschutz

UCCS

CU System

To launch a Skillsoft standard course:

1. Type a keyword in the **Search Content** box.
2. Click the magnifying glass  or press **Enter**.
3. Click the **Courses** tab.
4. Select **Launch**.



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Library Learning Plan

Search Content

Search Results

Search: professionalism

ADD FILTERS


Search within these results

Courses

Books

Videos

Resources



Professionalism, Business Etiquette, and Personal Accountability

Course: 1 Hour

LAUNCH

CU Boulder Onboarding: Summary

Working together, we can help our newcomers become highly productive members of CU Boulder.

Through purposeful onboarding we can increase retention and engagement, which in turn will help CU Boulder reach its strategic imperatives:

- 1. Shape Tomorrow's Leaders**
- 2. Be the Top University for Innovation**
- 3. Positively Impact Humanity**

For onboarding consultations to your department, contact Chrissy Harrison, Onboarding Manager with the Department of Human Resources.

HR is here to help you with the tools and resources you need to make your new employee's transition into the campus community a success!

Chrissy Harrison
Onboarding Manager
Department of Human Resources

3100 Marine St. Third Floor
565 UCB
(303) 492-2254
NewAtCU@Colorado.edu

¹ [*Successful Onboarding: Strategies to Unlock Hidden Value within Your Organization*](#) McGraw-Hill publishing 2010. The book was developed around the principles of [*The Onboarding Margin™*](#), a concept and set of frameworks developed by Kaiser Consultants over the course of several years of best practice research and client work in the space.
