## Definitions

The CU Boulder comprehensive onboarding program has three phases in which onboarding tasks are broken out:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activation</strong></td>
<td>First 31 Days: Performing set-up tasks to ensure payroll, benefits and work technology needs are met.</td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>First 90 days: Setting expectations and acclimating to work team, unit and function.</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>First Year: Fostering engagement and strengthening connection to work, unit, division and campus.</td>
</tr>
</tbody>
</table>

### Activation

#### Communicate & Welcome

- Explain what to expect the first day or week.
  - Where to go
  - Where to park
  - What time to arrive
  - How to get into building

- Send a first week schedule or itinerary, if available.

- Share New Hire Checklists. QuickStart Center participants also receive the checklists.

#### Workspace & Technology

- **Workspace/Area**
  - Show employee to workspace.
  - Show where to get supplies if needed.
  - Go over safety protocols for the area.
  - Explain where best to keep personal belongings.

- Arrange for technology
- Schedule time with IT support, if applicable.

#### Tools & Resources

- **New Hire Checklist - Pre-Start**
- **New Hire Checklist - Activation**
- **Human Resources New Employee Website**

- Share information about how to access:
  - Email
  - Zoom
  - VPN
  - Faculty/Staff Quick Start IT Guide
## Orientation

<table>
<thead>
<tr>
<th>Set-up Meetings</th>
<th>Establish Expectations &amp; Performance Management</th>
<th>Tools &amp; Resources</th>
</tr>
</thead>
</table>
| Supervisor check-ins:  
- Meet on first day.  
- Meet through the year. | Establish expectations:  
- Work hours or schedule.  
- Requesting time off.  
- Ideal means of communication.  
- Workplace behavior. |  
- **Performance Management Website**  
- **Cornerstone User Guide**  
- **University Staff Competencies**  
- **Campus Strategic Imperatives** |
| Meet with colleagues:  
- Either via email, virtual meeting or if appropriate, in person  
- Share different roles in unit | Performance management:  
- Review position and responsibilities.  
- Create performance plan in the first 30 days.  
  - Meet with new hire to go over the plan. | |
| Forward meetings:  
- College/ School/ Institute/ Division/ Department meetings  
- Project teams or working groups | Competencies, Goals and Imperatives:  
- Discuss University Staff Competencies, if applicable.  
- Share how work aligns with goals of unit.  
- Align goals to campus strategic imperatives, if applicable. | |

New hires want to know where they work:
## Integration

<table>
<thead>
<tr>
<th>Support Learning &amp; Development</th>
<th>Coaching &amp; Performance Management</th>
<th>Tools &amp; Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The New Employee Welcome Experience</strong></td>
<td>Six-month performance coaching/check-in:</td>
<td>• Employee Learning</td>
</tr>
<tr>
<td>• History</td>
<td>• Performance plan progress.</td>
<td>• Workshops for Self-Care &amp; Personal Growth</td>
</tr>
<tr>
<td>• Org Structure</td>
<td>• Realign any expectations, if applicable.</td>
<td>• Ombuds Office Lunch &amp; Learn Presentations</td>
</tr>
<tr>
<td>• Governance</td>
<td></td>
<td>• Performance Management Website</td>
</tr>
<tr>
<td>• Operations</td>
<td></td>
<td>• University Staff Competencies</td>
</tr>
<tr>
<td>• Values</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sponsored by The Department Human Resources**

- **CU Discover Series Seminars**
  - Campus initiatives
  - Benefits, resources, and perks
  - Working in Higher Ed.

**Sponsored by The Department Human Resources**

- **Annual Campus Events:**
  - Diversity & Inclusion Summit
  - Conference on World Affairs

- **Encourage/assign involvement in:**
  - Working group
  - Committee
  - Task force
  - Project

- **Discuss ideas they have about:**
  - Collaborating and connecting with others while remote.
  - Engagement while working remotely.

**CU Boulder Policies**

The [Campus Policies website](#) communicates how University business is conducted at CU Boulder. We recommend employees familiarize themselves with all policies. Some policies that would be good to have your new hire review include:

- COVID-19 Health and Safety Policy
- Discrimination & Harassment Policy
- Code of Conduct
- Campus Use of University Facilities
- Acceptable Use of CU Boulder’s IT Resources
- Guidelines for Computer Users