Onboarding Remote Workers

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

**Activation**
- First 31 Days: Performing set-up tasks to ensure payroll, benefits and work technology needs are met.

**Orientation**
- First 90 days: Setting expectations and acclimating to work team, unit and function.

**Integration**
- First Year: Fostering engagement and strengthening connection to work, unit, division and campus.

### Activation

<table>
<thead>
<tr>
<th>Communicate &amp; Welcome</th>
<th>Arrange Technology</th>
<th>Tools &amp; Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Explain what to expect the first day or week.</td>
<td>✓ Pick-up or delivery of university supplied technology.</td>
<td>• New Hire Checklist - Pre-Start</td>
</tr>
<tr>
<td>✓ Send a first week schedule or itinerary, if available.</td>
<td>✓ Schedule time with IT support, if applicable.</td>
<td>• New Hire Checklist - Activation</td>
</tr>
<tr>
<td>✓ Share New Hire Checklists. QuickStart Center participants also receive the checklists.</td>
<td>✓ Share information about how to access:  - Email  - Zoom  - VPN  - Microsoft Teams</td>
<td>• Human Resources New Employee Website</td>
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</tbody>
</table>
# Orientation

## Set-up Virtual Meetings
- Supervisor check-ins:
  - Meet on first day.
  - Meet through the year.
- Meet with colleagues:
  - Use meeting to understand different roles in unit.
- Forward meetings:
  - College/ School/ Institute/ Division/ Department meetings
  - Project teams or working groups

## Establish Expectations & Performance Management
- Establish expectations:
  - Work hours or schedule.
  - Requesting time off.
  - Ideal means of communication.
  - Workplace behavior.
- Performance management:
  - Review position and responsibilities.
  - Create performance plan in the first 30 days.
    - Meet with new hire to go over the plan.
- 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.

## Tools & Resources
- Performance Management Website
- Cornerstone User Guide
- University Staff Competencies
- Campus Strategic Imperatives

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New hires want to know where they work:

Who are your executive leaders?  
What is your mission?  
How does their role fit in?  
Who are your students, faculty and staff?
## Integration

### Support Learning & Development
- **The New Employee Welcome Experience**
  - History
  - Org Structure
  - Governance
  - Operations
  - Values

### Coaching & Performance Management
- Six-month performance coaching/check-in:
  - Performance plan progress.
  - Realign any expectations, if applicable.

### Tools & Resources
- **Employee Learning**
- **Workshops for Self-Care & Personal Growth**
- **Ombuds Office Lunch & Learn Presentations**
- **Performance Management Website**
- **University Staff Competencies**

## CU Boulder Policies
The [Campus Policies website](https://campuspolicy.colorado.edu/) 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