Dear Hiring Manager,

Congratulations on identifying the newest hire for your area! Your new employee has completed their background check and has been sent over to our Human Capital Management (HCM) system for entry. As the supervisor or hiring authority for your new hire, you play an important role in your new hire’s onboarding experience. The purpose of our onboarding program is to help all employees reach higher levels of productivity, faster as they move into new roles.

**Tools for Onboarding Your New Hire**
Studies have shown that it can take a newcomer up to one year to become fully integrated into their new organization. Using the Onboarding for Supervisors website, you can feel confident that you will be able to successfully onboard your new hire. Please contact newatcu@colorado.edu if you’d like an individual consultation on best practices/strategies for onboarding your new hire.

**Next Steps**
1. Use the Supervisor Onboarding Toolkit to ensure you are prepared for the arrival of your new hire.
2. Arrange for technology and IT services.
3. Connect with your new hire before their first day to discuss logistics. The Welcome Email Template provides:

- First week(s) schedule/itinerary (First Week Itinerary Template)
- What time they should arrive and who will be meeting them
- Where they should go
- Parking and transportation
- Dress norms
- Lunch expectations
- Additional details about their first day

4. Send an email to your department and those who will regularly work with your new hire announcing the new hire's arrival, so everyone is aware and ready to welcome the newest team member. Recent updates to the Colorado Equal Work For Equal Pay Act require that you send this message within 30 days of your new hire’s start date (we recommend sending it earlier). The following information is required by the Act to be included in your communication (contact recruiting@colorado.edu if you have any questions about this requirement and the Equal Pay for Equal Work Act).

- The name of the person hired.
- The job title of the new hire.
- For employees who are transferring or being promoted into their new role, their prior job title at the University of Colorado.
- A reference to our promotions and transfers webpage outlining how employees may express interest in transfer and promotional opportunities.

5. If your department takes advantage of QuickStart, choose a date within the first two weeks of your new hire’s start date and encourage them to attend. Reference the QuickStart schedule for all dates.

- QuickStart is held most Mondays from 9:00-10:30 AM MST via Zoom.
- QuickStart is provided for permanent, benefits-eligible new employees.
- The goal of QuickStart is to provide new hires with guidance and resources for getting set up quickly at CU Boulder (e.g., completing I-9, setting up direct deposit, enrolling in benefits, etc.).
- This Zoom link is used for every session: https://cuboulder.zoom.us/j/96319715870

6. Ensure you have time on your calendar dedicated to meeting with your new hire on their first day.
You may also receive department-specific onboarding instructions from your unit’s HR Liaison (HRL) which will contain valuable information to help you integrate your new hire into our institution.

Sincerely,

Onboarding Program Manager
Human Resources
University of Colorado Boulder
newatcu@colorado.edu

CU Boulder acknowledges that it is located on the traditional territories and ancestral homelands of the Cheyenne, Arapaho, Ute and many other Native American nations. Full CU Boulder land acknowledgment.

QuickStart Zoom link: https://cuboulder.zoom.us/j/96319715870