**CU System Manager Onboarding Checklist**

Successful onboarding is crucial to a new employee’s success during their time with University of Colorado. We hope this checklist can help set you and your employee up for success when beginning a new role on your team. Should you have any questions regarding the onboarding process, please feel free to reach out to: [systemhr@cu.edu](mailto:systemhr@cu.edu)

**Pre-boarding:** Items in this section should begin once an offer has been accepted.

* Complete the new hire questionnaire form sent by Human Resources
* Clear your schedule of meetings during the new employee’s first day so you are available and consistently checking in with your new employee.
  + If this is not possible, think about inviting your new employee to your meetings so they can learn what is happening in the department/team.
* One week before start date, check that employee’s CU e-mail address has been provisioned.
  + If the employee is not in the Outlook Address Book, e-mail [help@cu.edu](mailto:help@cu.edu) for an ETA on when the e-mail will be provisioned.
* Create a first week, 30 day, 90 day, and 6 month plan
* Send any applicable meeting invites
  + Add new employee to team meetings, relevant weekly meetings, town halls, etc.

**First week:** The hiring manager should prepare a schedule for the new employee to begin their employment off on the right foot.

**First day**

* Add new employee to team-specific Teams
* Add new employee to team-specific distribution lists
* Add new employee to team-specific SharePoint sites
* Connect with your new employee at the beginning of day
* Ensure your employee has picked up equipment
* Introduce new employee to team
* Schedule lunch with your employee (via Zoom)
* Provide new employee first week Agenda.

**Within first week**

* Send Welcome Email to appropriate staff introducing the employee
  1. Ideas for the welcome email are:
     1. Picture
     2. Personal information they are comfortable sharing (i.e. hobbies, family, etc.)
     3. Which team they are on
* Schedule meetings for customer introductions
* Set your expectations for items like
  1. Requests for time off
  2. Preferred communication method
  3. Schedule and work hours
* Ensure required SkillSoft trainings have been taken
* Ensure access to software has been obtained
* Establish regular 1:1 meetings

**30 days**

* Create and review goals in Cornerstone or applicable performance management tool
* Review job description with new employee to ensure they understand expectations

**60 days**

* Check in with employee on the following items if applicable
  + Schedule and work hours
  + Understanding of the job
  + Goal progress
  + Training progress
  + Project progress