Human Resources Courses [1]

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Course	Audience	Description

AMC: New Hire Orientation	Required for all Anschutz Medical Campus new employees.	This 120-minute course covers new employee orientation for Anschutz Medical Campus. HCM Course Code: u60010 ? Start Course [3]
CU: ADA and Religious Accommodations Training	Required for all UCCS faculty and staff members who either teach students and/or supervise employees or student employees.	This 30-minute course designed to provide UCCS employees with a foundational understanding of how to navigate and manage workplace and classroom accommodations under the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964. HCM Course Code: u40065 ? Start Course [4]
CU: Americans with Disabilities Act (ADA)	Required for all CU faculty and staff members who either teach students and/or supervise employees or student employees.	This 30-minute course covers responsibilities under the Americans with Disabilities Act (ADA). Learn the correct actions to take toward your direct reports and students who indicate they have a disability. Learn how to determine reasonable accommodations and maintain proper respect for individuals with a disability. HCM Course Code: u00057 ? Start Course [5]

CU: Compensation Fundamentals	This course is recommended for CU Denver supervisors, managers, and the CU Denver campus community.	This 40-minute course cwas created as a part of the Comprehensive Compensation Collaborative (CCC) project and is designed to provide foundational information and understanding of key compensation terms and concepts. HCM Course Code: u60009 ? Start Course [6]
CU: Becoming a Student Supervisor	This course is recommended for all supervisors of student employees.	In this 45-minute Acknowledge your responsibilities and requirements as a student supervisor. Learn about work study and student hourly differences, processes for interviewing and hiring students as well as following best practices for training, motivation, evaluation, development, and recognition. This course should take about 45 minutes to complete.. HCM Course Code: u40064 Start Course [7]

CU: Form I-9	Recommended for anyone wishing to be trained and authorized to help complete I-9 forms—typically payroll personnel liaisons (PPL), human resources (HR) liaisons, and administrative assistants who approve I-9 forms.	This 30-minute course covers university policies and procedures for completing the I-9 Employment Eligibility Verification Form. The I-9 Form must be completed for all new employees and verifies that new employees have documents showing that they are legally eligible to work in the United States. HCM Course Code: u00072 Start Course [8]
CU: HR Confidentiality Training	Required for all HR personnel, designees, and those with access to HR data upon hire and again as-needed.	This 10-minute online acknowledgment is intended to provide expectations and guidelines for ensuring the confidentiality of data and information related to human resources (HR) at the University of Colorado. HCM Course Code: u00232 Start Course [9]
CU: Implicit Bias and Recruitment in Review	This course may be required for faculty, trainees, and staff who participate in recruitment or the admissions process..	This 60-minute annual training on implicit bias may be required for faculty, trainees, and staff who participate in recruitment or the admissions process. This module is intended to serve as a refresher course for faculty, trainees, and staff who have previously participated in Implicit Bias training as it relates to recruitment. The module will review the impact of, and strategies to mitigate, implicit bias throughout the recruitment process. HCM Course Code: u00233 Start Course [10]

CU: Inclusive Staff Hiring	Recommended for hiring committee members at CU Boulder.	This 35-minute course introduces the strategies and best practices for hiring diverse staff at CU Boulder. HCM Course Code: u10101_0001 Start Course [12]
CU: Introduction to Cornerstone	This course is required for new employees joining departments that use Cornerstone for performance management. This course is recommended for newly-hired supervisors who will use the system to view and approve their direct reports' goals. New employees should work with their supervisor to create goals within 30 days of hire.	This 30-minute course introduces Cornerstone, the performance cycle timeline, and practice exercises for creating and approving goals. HCM Course Code: u00221 Start Course [13]
CU: Employee Services New Hire Orientation	This course is required for Employee Services new hires.	This 75-minute course is to orientate new employees to the department of Employee Services. HCM Course Code: u00231 Start Course [14]
CU: New Employee Orientation - System (SYS)	Recommended for all new CU System employees.	This 15-minute course covers how CU System is organized and what you need to do as a new employee. HCM Course Code: u00070 Start Course [15]

CU: Nondiscrimination, Sexual Misconduct, and Reporting	Required for all new CU employees.	This 90-minute This course is required for all new employees and must be retaken as often as required by your campus. Completion is recommended for volunteers and affiliates. This course applies to CU Boulder, CU Denver, CU Anschutz, University of Colorado Colorado Springs (UCCS), and CU System Administration. HCM Course Code: u00283 Start Course [16]
CU: Performance Development Overview for System Administration	This course is required for all CU System Administration staff.	This 15-minute long course provides an explanation of the new performance development program and the role everyone plays in the new process. Existing and new employees need to take this course as a foundation for understanding performance development at System Administration. HCM Course Code: u00241 Start Course [17]
CU: Performance Management	Required for all managers and supervisors of classified staff.	This hour-long course covers performance management for state classified staff. You will learn how to rate performance, set goals, and coach classified staff. HCM Course Code: u00062 ? Start Course [18]

CU: Skills for Mental Health	This course is recommended for CU Boulder staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Boulder community is experiencing mental health challenges. This course is a prerequisite for the in-person Recognize, Respond, Refer: Skills and Practice course. HCM Course Code: u10120 Start Course [19]
CU: Skills for Mental Health Support - CU Denver	This course is recommended for CU Denver staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Denver community is experiencing mental health challenge. HCM Course Code: u00223 Start Course [20]
CU: Skills for Mental Health Support - UCCS	This course is recommended for UCCS staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the UCCS community is experiencing mental health challenges. HCM Course Code: u00234 Start Course [21]

CU: Reviewing FAMLI Pay for HR Contacts	Recommended for campus HR contacts who enter FAMLI pay information for employees.	This 20-minute course will guide you through a series of step-by-step videos on navigating to the payroll register, reviewing FAMLI earning codes, and reviewing FAMLI pay. HCM Course Code: u00291 ? Start Course [25]
CU: Search Committee Training, Recruiting Diverse Talent to the University	Recommended for members of a search committee, including the hiring authority, before the first search committee meeting.	This hour-long course covers how to conduct a CU job search that complies with state and federal regulations, and maximizes your chance of finding the best person for the position. HCM Course Code: u00066 Start Course [26]
CU: Search Process Guidelines	This course is recommended for all members of UCCS search committees.	This 30-minute course introduces the structure and application of the general and abbreviated search processes. After completing this course, members will be able to distinguish between the models, know when each is appropriate, and be able to apply consistent, fair, and compliant practices across both models. HCM Course Code: u00286 Start Course [27]

CU: Understanding and Applying State Classified Rules	Required for supervisors and managers of state classified employees.	This 2-hour course is required for supervisors and managers to understand their role in the State Personnel System. In this course, we will discuss the State Personnel Board Rules and Personnel Director's Administrative Procedures handbook. HCM Course Code: u00193 Start Course [28]
CU: Writing SMART Performance Goals	Recommended for CU employees.	This 60-minute course will teach users how to describe the difference between hard and soft skills, describe the components of a SMART goal, develop SMART goals for both hard and soft skills, and understand the importance of planning SMART goal actions and tracking SMART goals. HCM Course Code: u00192 Start Course [29]

Groups audience:
Employee Services

Source URL:https://www.cu.edu/employee-services/human-resources-courses

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