# UNIVERSITY OF DENVER

ONBOARDING GUIDE FOR MANAGERS @ DU

Welcoming a new member of your team is an exciting time. As a manager, to ensure you are ready to get your new hire up and running, we have created this checklist to provide useful tips and tricks on how to onboard your new hire effectively.

TO DO: 2 WEEKS BEFORE YOUR NEW HIRE STARTS

☐ Provide your new employee with their DU ID number (87XXXXXXX).

☐ Remind them to contact pcard@du.edu with their full name and DU ID so they can obtain their ID Card.

☐ Announce to team and others, as needed, the new hire and his/her start date.

☐ Select the orientation date that is the soonest after their hire date. Ideally, a new hire's start date will be the same as their orientation date. See Onboarding website for more information.
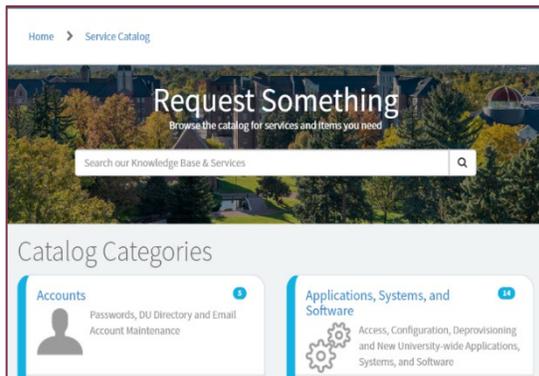
☐ Contact your new hire prior to their scheduled orientation date. Welcome them, and provide your contact information (i.e. email, phone, cell phone) and the best way to contact you.

☐ Discuss IT needs and requirements for your new hire.

☐ Request software and hardware using the IT Help Desk's Service Catalog (at left). Click here to go to the Help Desk website.

☐ If needed, coordinate with the new hire and IT to ship the employee their equipment.

☐ Add the new hire to the necessary department communications (email lists, websites), as well as recurring meetings.

TO DO: 1 WEEK BEFORE

☐ Create a list of contact names for the department and their phone numbers to give to the employee on their first day.

☐ Consider upcoming training opportunities to find out which ones would be beneficial for your new hire.

☐ Select one or more members of your team who may serve as a "buddy" to the new hire and connect them. Think of someone who could fill in if you are unavailable to answer questions.

☐ Make sure your new employee has plans to complete Section 2 of their Form I-9 with Employment Services.

TO DO: DAY 1

☐ Arrange a live, Zoom or Microsoft Teams meeting to introduce your new hires to other members of your team.

☐ Provide your new hire with a schedule for the first few weeks and continue to stay in contact regularly so your new hire doesn't feel isolated or lost.

☐ During another conversation with your new hire, discuss guidelines and expectations for working from home OR schedule a time, location, etc. for reporting to work. If working on campus, be sure the new hire's office/desk is ready.

☐ Have an initial project the new hire could be begin doing some work on the first day or within a couple of days to engage them in their work and role as soon as possible.

☐ If they do not have orientation with in the first week, please have them review benefits for enrollment. Benefited employees must enroll with in 30 days of hire.

To Do: Week 1

☐ Provide training specific to department/school or role.

☐ Make time for a roles and responsibilities discussion. This gives the employee an idea of what they will be doing on a day-to-day basis, department projects, busier times of the year for the department, etc. Essentially, you want to clearly communicate the HOW and WHY of the job.

☐ Schedule the employee to meet with key people within the department who can give them an understanding of how they fit into the division/department structure, who they depend on in their role and who will depend on them.

☐ Schedule meetings with key people in other departments as applicable.

☐ Remind the new employee to complete their New Employee Action Items Checklist.

☐ Connect the new employee with their onboarding buddy within the department who can assist during the first few months.

☐ Review HRIC Website for HRIC Services, employee resources and to enroll in benefits if eligible.

To Do: Month 1

☐ Set up check-in meetings at 30 days, 60 days and 90 days to go over job performance and goals.

☐ Ensure that your new employee has completed the following training in Talent@DU, the LMS for benefited and non-benefited employees. New employees have 30 days from their hire date to complete the training and will receive automated email reminders to complete their New Employee Training, which covers the following topics:

- Diversity: Inclusion in the Modern Workplace
- Preventing Harassment and Discrimination
- Managing Bias
- FERPA Training
- University Policies & Guidelines
- Active Shooter Preparedness Training