
Hiring Requirements

- Request a [background check](#).
- Upon receipt of background check results, complete the Benefited Employee Change Request Form or [BECR form](#).
- Register new employee for [Arriving at DU](#). Human Resources will email the new employee the Friday before the session with details regarding the session. Submit an email to employeeservices@du.edu with:
 - Employee Name:
 - DU ID#:
 - Hire Date:
 - Benefited or Non-Benefited?
 - Department:
 - Job Title:
 - Email Address:

IMPORTANT: If an employee is unable to attend Arriving at DU on their first day, the employee must contact Human Resources, at employeeservices@du.edu or 303-871-7420 to make an appointment to **complete the new hire paperwork PRIOR to starting work**. This includes the I-9 and W-4 form. Additional information will be provided to the staff member to complete additional action items in PioneerWeb (confidentiality agreement, patent agreement, etc.)

NOTE:

- Human Resources will register benefited staff for orientation part 2, Thriving at DU, which occurs the second Wednesday of every month from 10:30am – 12:00pm in University Hall, Room 306.
- Employees have 30 days from their date of hire to enroll in [benefits](#).

Prior to First Day

- Prepare the work area/desk.
- Set-up the computer.
- Set-up access or prepare access forms (if applicable – [Banner request](#), department copier code, etc.).
- Send employee information regarding first day (email or call). Include with what time to start, where to go, what to bring ([including the I-9 acceptable documents](#)), dress code and what to expect.
- Prepare first/week schedule.
- Prepare first day project.
- Schedule time to greet the employee and complete first day agenda items.
- Place a welcome note from the department on the work area/desk.

First Day

- Have the employee attend [Arriving at DU](#) with Human Resources to complete new hire paperwork and receive benefit information (if applicable).
- Ask employee to complete PioneerWeb action items (confidentiality agreement, etc.).
- Send an email to the unit welcoming the new employee.
- Take a department tour (include introductions, copier and office supply location, discuss evacuation procedure and meeting place, and include any other job related/unit specific information).
- Provide a unit and Division overview and applicable policies (include org chart if possible).
- Provide the employee with a copy of their job description.
- Review job responsibilities and expectations.
- Discuss office hours, schedule, sick reporting, leave requests and other unit procedures.
- Review pay rate, timesheet and pay cycles.
- Discuss job training and/or specific job related training (i.e. lab safety)
- Provide a first day project/task.
- Check-in with new employee at end of day to see how things are going.

First Week & Beyond

- Have employee attend [Thriving at DU](#) (orientation part 2)
- Have employee participate in a new employee campus tour (registration through PioneerWeb, training)
- Provide training related to responsibilities, equipment or processes employee may use.
- Set-up one-on-one meetings (or ask employee to do this) with staff members in unit that they need to know to be successful in their role.
- Discuss the [performance management](#) review process.
- Ask employee to enter responsibilities and goals into the online performance form.
- Hold regular progress and check-in discussions (10-15 min) (1 x week or bi-weekly).
- Continue to clarify job responsibilities and expectations as needed.
- Provide ongoing feedback.
- Be available to answer questions.
- Discuss any development or training needs.
- Give encouragement and reassurance.
- Recognize the employee for their accomplishments and contributions.
- Complete a performance progress discussion at least quarterly and document in performance form.
- Complete an annual performance review with employee.

Note:

These are suggestions on how to make a great first impression and help orient the new employee to their role. This is not a required or exhaustive list. Please contact Human Resources at x17420 with questions.