Checklist for Hiring Non-Benefited Staff (Non-Student)

Hiring Requirements

- ☐ Request a background check.
- ☐ Upon receipt of background check results, login to PioneerWeb to process the non-benefited staff hiring request.
- ☐ 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.)

Prior to First Day

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

- ☐ Provide training related to responsibilities, equipment or processes employee may use.
- ☐ Have employee complete a new employee campus tour (registration through PioneerWeb, training).
- ☐ Hold regular progress and check-in discussions.
- ☐ Discuss any development or training needs.
- ☐ Give encouragement and reassurance.
- ☐ 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.

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.