

## **New Hire Onboarding Checklist**

### *On or Before First Day of Employment*

- Once you accept your job offer, you will receive an email from HireRight. (Check spam mail if you don't receive it within a day of accepting the job offer.)
- Complete I-9 Section 1 and background check through HireRight.
- Once the background check is complete, our Talent Acquisition & Development team will create your employee number and provide that to you in an email.
- Complete I-9 Section 2 Verification IN-PERSON with [Employment Services](#) (Email [I9.ss@du.edu](mailto:I9.ss@du.edu) for questions about this process).
- Hiring managers will register employees for HRIC New Hire Orientation (1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month, for more information email [EmployeeOnboarding@du.edu](mailto:EmployeeOnboarding@du.edu)).
- Speak with your manager to confirm your start date and orientation date, where to go, what to bring, and what to expect for your first day and week.
- Log In to MyDU (You will receive an email with your Employee # and log in instructions)
- Review the [DU Public Health](#) page for the latest information regarding public health topics facing the University, including information related to current COVID-19 protocols.
- Locate where to go on your first day using the [campus map](#).
- Review [parking pass options](#), if applicable.

### *First Month of Employment*

- Complete the Confidentiality and Patent Agreement in MyDU
- Compliance Trainings
  - Responsible Employee Training for Equal Opportunity & Title IX (Login to Canvas to view the video)
  - Active Shooter Preparedness (Login to Canvas to view the video)
  - DU FERPA Training (Login to Canvas to view the video)
  - If you are a manager, register for Mandatory Supervisor Training
- Review your job description, responsibilities, and expectations with your supervisor.
- Review unit, division and University policies and procedures.
- Benefited employees: review your benefits and the [enrollment process](#). You have 30 days from your first day to enroll in Benefits.
- Meet with your team and department leadership.
- Set up a reoccurring 1:1 with your supervisor for a 30-day check-in, 60-day check-in and 90-day check-in to set goals in Performance Management. We also suggest having weekly or biweekly 1:1 meetings with new employees during these first 3 months to help employees acclimate to their new role and department.
- Log in to MyDU and view your Performance Management and Job Goals.