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.