



PERFORMANCE MANAGEMENT AT DU

NEW HIRE ONBOARDING CHECKLIST

FOR NEWLY HIRE EMPLOYEES

30 days after hire date for all new hires starting January 6, 2020

Welcome to the New Hire Onboarding Checklist!

Onboarding is the process of introducing a newly hired employee into an organization and is a collaborative effort between the new employee, the manager, human resources and the entire community. This checklist is an opportunity for employee and manager to review onboarding tasks to ensure a smooth transition into a fulfilling partnership.

There are 3 steps in the New Hire Onboarding Checklist process. The employee completes the first step, after which it will go to the manager for review and comments. To complete this process, the form will go to the employee for final acknowledgement.

For more information, please visit [Human Resources and Inclusive Community](#). For additional support, please reach out to your department's [HR Partner](#).

Onboarding Checklist

Please use this checklist as a guide to navigate the employee onboarding experience by responding to each question and adding comments as applicable.

1. Did you attend HRIC's New Hire Orientation? Y/N/Other and "Comments" with open field for comments
2. If you are a manager, did you attend, or have you scheduled to attend any [supervisor training](#)? Y/N/Other/Not Applicable and "Comments" with Open Field for comments
3. Have you completed Compliance Training? Y/N/Other and "Comments" with open field for comments
 - a. Responsible Employee Training for Equal Opportunity & Title IX (Login to [Canvas](#) to view the video)
 - b. Active Shooter Preparedness (Login to [Canvas](#) to view the video)
 - c. DU FERPA Training (Login to [Canvas](#) to view the video)
4. Do you need additional support from [Shared Services](#) with any systems, processes or procedures? Y/N/Other and "Comments" with open field for comments
5. Have you received a copy of your job description? Y/N/Other and "Comments" with open field for comments
6. Have you set up your [Critical Incident Notification Preferences](#)? Y/N/Other and "Comments" with open field for comments
7. Have you self-identified your Race/Ethnicity/Veteran's Status in [PioneerWeb](#) or marked the checkbox to opt-out? DU is an affirmative action institution and this step is a vital part of our annual affirmative action plan. Y/N/Other and "Comments" with open field for comments
8. Have you completed the Confidentiality and Patent Agreement in [PioneerWeb](#)? Y/N/Other and "Comments" with open field for comments
9. Have you read the Employee Handbook in [PioneerWeb](#)? Y/N/Other and "Comments" with open field for comments
10. How do you feel your onboarding process is going? Open field
11. What has surprised you in your first 30 days? Open Field
12. Are there any additional resources you need in order to be successful? Y/N/Other and "Comments" with open field for comments
13. Are you experiencing any barriers to your success currently? Y/N/Other and "Comments" with open field for comments
14. Have you had a check-in meeting with your manager? If not, please reach out to schedule one. Y/N/Other and "Comments" with open field for comments