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# Supervisor Onboarding Checklist

## Pre-hire

- [Submit Search Request](#)
- [Coordinate Office Space](#)

## After New Hire Accepts

- [Submit Hire Form](#) (*SEHDHR will let you know when it is time to submit this form*)
- [Request Office Keys & Phone](#) (if needed)
- [Order a Computer](#)
- [Request Long Distance & Copier Codes](#)
- Supervisor enroll employee for their New Employee Orientation: <https://www1.ucdenver.edu/offices/human-resources/learning-development/new-employee-orientation> (This event is scheduled through the CVent website. It is held through Canvas as of Sept 2022, is self-paced and estimated at approximately 3 hours to complete, and is best if it's completed in the first month of work in the new role.)
- Supervisor revise the remote work plan for your team to include your new staff member's remote work schedule, plus any updates to other team members. Please provide this to SEHD HR within 30 days of the new employee's start date so we can provide it to campus HR.

## Before Arrival

- Make sure that your new colleague's computer is ready, or have a backup plan in place if needed. Scheduling a brief meet & greet with the IT team is a nice connection for them on their first day
- Scheduling a brief meet & greet with the HR team is a nice connection for them on their first day & will meet the need for them to complete their I-9 hiring paperwork
- Make sure that office space that they will use is ready, or have a backup plan in place if needed
- Talk with current team members about their new colleague's role and responsibilities
- Identify at least one individual who will act as a key contact for their new colleague
- Plan a Welcome Lunch (optional) & be sure to let your new colleague know in advance (including whether they should expect to purchase their own meal or if it will be provided)

## Upon Arrival

- [Draft a welcome post for the Impact](#)
- If appropriate to your team, invite your new colleague to be added to the directory on [education.ucdenver.edu](https://education.ucdenver.edu) The bio and photo should be optional because this website is open to the public. To be added, they should complete a [Faculty/Staff Bio Form](#)
- Remind team to update e-mail groups
- During Employee's First Day
  - Personally welcome your new colleague when they arrive and show them their work area

- Introduce co-workers and take them on a tour of the department (pointing out kitchen areas, restrooms, and emergency exits, etc.)
- Allow time for your new colleague to set up work space, voicemail, email
- Now that [ID badges are required to be displayed while on campus](#), walking your new colleague to the ID Station at Auraria Campus is a great way to support them with the task of getting their ID made
- Describe the orientation plan for the first few days/weeks and keep in mind that they will also be asked to complete Benefits Orientation, New Employee Orientation and complete mandatory online trainings. Please allow them time for these onboarding tasks
- Give a simple initial work assignment
- Classified/University staff are expected to submit their professional plan within 31 days of employment. These are provided along with the job description to our new colleague by email from SEHD HR on/around their first day. Please work with them to create a plan by the requested deadline
- Meet with employee at the end of the day to answer questions and find out how the day went

From:

<https://wiki.cu.studio/> - **SEHD Wiki**

Permanent link:

<https://wiki.cu.studio/human/supervisor-onboarding?rev=1664548260>

Last update: **2022/09/30 14:31**

