



New Staff Onboarding Checklist- For Supervisor Use

Employee Name: _____ Employee ID#: _____

Start Date: _____

Prior to Start Date

- _____ Send welcome letter/note/email
- _____ Confirm first day instructions/itinerary with HR and new employee (what time to arrive/work schedule, parking/transportation/maps, dress code, food options, etc.)
- _____ Provide a copy of the CAM organization chart and phone roster (new hire packet?)
- _____ Ensure office, phone, computer, and desk are set up
- _____ Draft University Staff Professional plan or Classified Performance Plan

On First Day

- _____ Review job description with employee-have and them sign to acknowledge
- _____ Discuss individual department expectations (work hours, how to notify supervisor if sick and, other general expectations)
- _____ Go over University Staff Professional plan or Classified Performance Plan or schedule meeting within first two weeks to do so
- _____ Confirm job expectations/training and schedule of duties for first few weeks
- _____ Review org chart and set expectations for communication/collaboration with other CAM departments
- _____ Review CAM mission and how employee's department and role contribute to strategic plan and goals
- _____ Introduce to other staff and faculty, explain how roles will interact
- _____ Review Basecamp and Slack (if applicable) and explain expectations for use
- _____ Introduce co-workers and take on a tour of the department (pointing out kitchen areas, restrooms, and emergency exits, etc.)



New Staff Onboarding – Example Day #1 Itinerary/Agenda

8:00AM – Arrive at Arts Building (1150 10th Street, Room 177, Denver, CO 80204)

- Specify exact location
- _____ will meet you _____ and show you your office and go over the day's agenda

8:30-9:30AM – Tour of Department and meet other coworkers

- Specify location
- _____ will walk you around to meet other coworkers and show key features of the department

9:30AM-11:30AM – Meet with _____ (supervisor)

- Specify location
- Review new staff onboarding checklist, contact information, etc.

11:30-12:00PM – Obtain EcoPass

- 7th Street Parking Garage (7th street and Lawrence Way), 1st floor
 - i. Weekdays- 7:30am – 4:30pm
 - ii. Phone- 303.556.2003
- _____ will take you to the 7th Street Parking Garage to obtain your EcoPass

12:00-1:00PM – LUNCH BREAK (with supervisors and/or other coworkers)

- _____ will take you _____ for lunch

1:00-2:00pm – Meet with _____ (IT) to set up computer, email access, phone, etc.

- Specify location

2:00-3:00PM – Meet with _____ for department overview

3:00-4:00PM – Office time

- Specify location
- Spend time getting settled in and develop a list of questions (if applicable)

New Staff Onboarding – Example Day #2 Itinerary/Agenda

8:00AM – Arrive at office (specify location)

- Spend more time getting settled in

8:30-12:00PM – Required online SkillSoft trainings

- See *New Hire Checklist* for required trainings

12:00-1:00PM – LUNCH BREAK with _____

1:00-2:30PM – Meet with _____ (supervisor)

- Specify location
- _____ will cover department overview, organization chart, resources (website, etc.)

2:30-4:30PM – Continue working on required Skillsoft trainings