NEW EMPLOYEES

ONBOARDING

STAGE 1

☐ 1. Fill out hiring paperwork
☐ 2. Photo and biography for website
☐ 3. Welcome email to LSC* ☐ Introduce to Office & LSC
☐ 4. 800# for EID (HR)* ☐ EID / login instructions (IT)* (eid.colostate.edu)
☐ 5. Assign email address and computer login (IT) (Central exchange account)
☐ 6. Colab website login and resource review (colab.colostate.edu)
☐ 7. Explore/explain Colab website and portfolio
☐ 8. Add to Function Point/login instructions
☐ 9. Function point training and video (online)
☐ 10. Email signature and screensaver (online)
☐ 11. Eligibility Y ☐ Office Keys 
Y ☐ Desk Keys
Y ☐ iPad
☐ 12. Schedule future/focus weekly ______ (day/time) bimonthly ______ (day/time)
☐ 13. Introduce to the office
☐ 14. Add to emergency contact list and distribute
☐ 15. Review client follow-up and thank yous (including Smores box, sweets, fresh, notes)
☐ 16. Complete sexual harassment training
☐ 17. Complete onboarding exams
   Exam 1 ______ Exam 3 ______
   Exam 2 ______ Exam 4 ______

STAGE 2 (4-6 WEEKS)

☐ 18. Assign a mailbox
☐ 19. Copy machine procedures/passcode
☐ 20. Add to org chart
☐ 21. Review purchasing procedures
☐ 22. Review storage guidelines
☐ 23. Personalized Notepads
☐ 24. Availability signs
☐ 25. Order Business Cards*

STAGE 2 (4-6 WEEKS)

Final Exam
Grade  

ONBOARDING

OFFBOARDING

STAGE 1

☐ 1. Forward email and messages 
   Morning of the last day date ______ initial ______
☐ 2. Close out projects 
   Second to last day date ______ initial ______
☐ 3. Provide project status form 
   Second to last day date ______ initial ______
☐ 4. Return keys 
   Second to last day date ______ initial ______
☐ 5. Clear Email and Calendar 
   Last day date ______ initial ______

STAGE 2

☐ 5. Remove login information date ______ initial ______
☐ 6. Remove from org chart date ______ initial ______
☐ 7. Remove photo/bio from website date ______ initial ______
☐ 8. Remove from Function Point date ______ initial ______
☐ 9. Final approval for termination of the assignment above has been granted in the HR System.

IMPORTANT THINGS TO KNOW

- Purchasing policy ______
- Approval Process ______
- Requesting time off ______
- Who does what ______
- Mailbox procedures ______
- Function point work order systems ______
- Purchasing procedures ______

STAGE 1

FACILITIES MANAGEMENT KEY DESK (491-0041 or 491-0057).

PROFESSIONAL STAFF

Cure key cards are deactivated automatically 30 days following an employee’s separation from the University.

To request immediate deactivation, please contact the Facilities Management Key Desk (491-0041 or 491-0057).

- Disable user accounts on non-central computer systems administered by your department or college.
- Change shared passwords (such as door access codes).
- Going away party/gift

* = professional staff only