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**Welcome to the Lory Student Center**

**New Employee On-Boarding**

**NEW EMPLOYEE**

**ON-BOARDING PROCESS**

# Welcome to our Team!



The Lory Student Center’s Mission: As a student-centered organization at the heart of campus, we provide programs and services that create an inclusive community and inspire active, engaged learning.

The LSC serves as a supportive, creative gathering place for exchanging ideas, socializing, challenging social and cultural norms, engaging in campus activities…Your place to explore, experience, discover, and belong.

In essence, the LSC is campus “connection central” – its heartbeat – where students, faculty, staff, and the world at large come to work, learn, play, and feel a part of the energy of Colorado State University’s community. The LSC contributes directly to the educational mission of CSU by providing encouragement and opportunities for participation in educational, cultural, and recreational activities, and provides services for the convenience of the campus community.

We report through the Division of Student Affairs, which is essential because our services are an important part of CSU students’ overall growth and development.

The LSC family welcome you to our employee team!

Pamela D. Norris  
Associate Executive Director, Engagement & Talent Development

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Lory Student Center

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| OUR MISSION |
| As a student-centered organization at the heart of campus, we provide programs and services that create an inclusive community and inspire active, engaged learning. |

Division of Student Affairs Values

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| MISSION & VALUES |
| **Mission**: The DSA fosters a campus community that supports students in the development of their unique potential, inspiring them to be active learners, successful graduates, and engaged global citizens.  **Values**: The work of the DSA is informed by and rooted in our values. At the core is our students and our greatest assist is our staff.   * Supporting all **students** holistically. The root of our work is the students. We aim to serve all Rams in their unique identities, experiences, and needs. We invest in our students by focusing on wellness, development, career, community, belonging, leadership, services, sustainability, and engagement. * Forging paths to meaning making and fostering curiosity. **Learning** is at the heart of the university experience. We create opportunities that develop students’ potential and promise by connecting academics to the lived experiences of self and others. Students are encouraged to approach learning with an open mind to better engage with each other and the world. * Reflecting on and refining what we do. Our dynamic campus community demands a student-centered **practice**. We consistently reflect on our work and refine our approach to best serve all students. We innovate and evolve our approaches through scholarship, assessment, responsibility resource stewardship, and experiences of students, faculty, and staff. * All of our work is connected. **Collaboration** is a foundational approach to our work. We work across the division and the university to best serve students. Divisional, departmental, and programmatic outcomes are strengthened through relationships that are intentional, innovative, and interconnected. * Striving to create more just communities. **Inclusion** strengthens our campus learning, living, and working environments by honoring diverse stories and experiences that promote a sense of belonging. We recognize that systems of oppression exist and have differential impacts on students, faculty, and staff experiences, and we strive to make our campus more equitable and inclusive. |

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| Principles of Community |
| The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.   * **Inclusion**: We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions. * **Integrity**: We are accountable for our actions and will act ethically and honestly in all our interactions. * **Respect**: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge. * **Service**: We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities. * **Social Justice**: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects. |

# PRIOR TO FIRST DAY

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|  | **Person Responsible** | **Completed**  |
| Supervisor builds onboarding process and schedule for new employee | Supervisor |  |
| Submit signed letter of acceptance to Lory Student Center (LSC) Payroll | Supervisor |  |
| Initiate HR employment paperwork – Ram’p Up | LSC Payroll |  |
| Update organizational chart on website | LSC Office Manager |  |
| Update contact list, list serves, emergency lists | LSC Office Manager |  |
| Order office name placard | Supervisor |  |
| Order office key (employee must have CSUID before key can be ordered) | Supervisor |  |
| Order name tag | Supervisor |  |
| Set up card reader access (employee must have CSUID before access can be granted) | Assistant to LSC Operations Director |  |
| Add name and email address to copier/scanner | Supervisor or Office Manager |  |
| Setup office phone: activate, voicemail, long distance, caller ID  (employee must have CSUID before phone service can be ordered) | Supervisor or Office Manager |  |
| Add the following meetings to staff (and employee’s if possible) calendar:   * Training days * Complete HR paperwork with LSC Payroll * Computer set up with IT representative (1st and 2nd days) * Welcome meeting with Executive Director or Director * Building tour, sign for keys and building security * Copier training, discuss ordering supplies, mail and phone set up with Program Assistant I * Calendar overview with Supervisor * New employee meet and greet | Supervisor |  |
| Prepare workspace: furniture, computer, phone, supplies | Supervisor |  |
| * Time clock plus manager access * Travel Card * Kuali access * Aries access * PCARD * TEM profile (Travel System) * TMS access (if they will need to approve hiring of employees) | Supervisor |  |

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| Send welcome email to employee   * Confirm start date and time * 1st day/week schedule and expectations (hiring paperwork reminder, contact information for electronic submission, bring hard copies to first day) * Dress code * Where to park, transportation options (Max) * Parking services: <https://pts.colostate.edu/> * Where to meet * Fort Collins Visitor’s Information: <https://www.visitftcollins.com/> * Fort Collins Chamber of Commerce (local housing information): <https://fortcollinschamber.com/> * CSU prospective employee information: <http://www.hrs.colostate.edu/prospective-employees/index.html> * CSU Benefits link: <http://www.hrs.colostate.edu/benefits/> * Commitment to Campus link: <https://commitmenttocampus.colostate.edu/> * Supervisor information and an additional contact person for the department * Suggestions on where to eat and visit during first few days * Provide local school information and childcare options, if applicable * [Campus map](https://map.concept3d.com/?id=748#!ct/46630,25059,20377,13646,13645,13644,9554) | Supervisor |  |
| Develop a training schedule | Supervisor |  |
| Schedule lunch with unit on employee’s first day | Supervisor |  |
| Download HR Employee Onboarding Check List as cross reference <https://hr.colostate.edu/hr-community-and-supervisors/onboarding/> | Supervisor |  |
| Email new hire announcement to:   * Division of Student Affairs * Campus Partners | Supervisor |  |
| Supervisor identifies both internal and external mentors | Supervisor |  |
| Decorate office | Supervisor |  |
| Technology preparation   * Prepare computer, iPad, and other technology * Provision domain account, website access, add to Outlook distribution lists and groups, adjust file permissions where necessary | IT Staff |  |
| Setup eID at <https://eid.colostate.edu/eIDCreate/login.aspx>  (employee must have a CSUID and be hired in the HR system first) | Employee |  |

# THE FIRST DAY

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|  | **Person Responsible** | **Completed**  |
| Welcome meeting with Executive Director/Director   * Department infrastructure and culture  Mission, Vision and Values * Principles of Community  Organization chart  Expectations | Executive Director/Director |  |
| Hiring Paperwork: meet with LSC Payroll if paperwork is not yet complete | LSC Payroll |  |
| Provide office keys | Assistant to LSC Operations Director |  |
| Review HR Employee Onboarding Check List <http://www.hrs.colostate.edu/pdfs/form-onboarding-checklist.pdf> | Supervisor |  |
| Department tour, building and review office/building security | Supervisor |  |
| Set up computer: Desktop, iPad, Laptop, Login   * Remote Desktop * Outlook account (email and calendar, access to meeting rooms) * Microsoft Office applications * Microsoft Teams * Adobe PDF * KUALI access * U: Drive access * Personal drive folder | IT Staff |  |
| Position overview and review of position description | Supervisor |  |
| Review following manuals:   * Human Resources Manual (review leave policies, privileges and benefits): <http://hrs.colostate.edu/policies/hrs-manual.html> * Review Commitment to Campus Benefits: <https://commitmenttocampus.colostate.edu/> * University flexible work schedule policy and other resources: <https://provost.colostate.edu/work-life-resources/> | Supervisor, Employee |  |

# THE FIRST WEEK

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|  | **Person Responsible** | **Completed**  |
| Check in with IT Staff to make sure computer is working properly and IT needs are met | IT Staff |  |
| AAR overview, pay schedule and Time Clock Plus | LSC Payroll/Supervisor |  |
| Review leave request protocol | Supervisor |  |
| Office supplies, storage, mail, copier and printer training | Supervisor or Office Manager |  |
| Order business cards | Supervisor |  |
| Update website with new staff bio | Employee send update to LSC Marketing |  |
| PCard training | Supervisor |  |
| Review LSC website | Supervisor |  |
| Teambuilding | Supervisor |  |
| Meet with members of the LSC Leadership Team staff to learn about position/program | Employee |  |
| Discuss unit culture, observations, questions, etc. | Supervisor |  |
| Read and review:   * LSC Annual Report * LSC websites * LSC Program Review (Office history, programs and services) * LSC [Orientation](https://lsc.colostate.edu/shape/lsc-employee-orientation/) (about 80 minutes) | Employee |  |
| Obtain a RamCard at the RamCard Office (Lory Student Center, Room 271) Before a RamCard can be issued, an active employment status must appear in the CSU Employee section of ARIESweb and the employee must have an eID. | Employee |  |
| Seek access to the Diversity, Inclusion & Belonging module by emailing [diversitymodule@colostate.edu](mailto:diversitymodule@colostate.edu) | Employee |  |
| Conflict of Interest Form (coi.colostate.edu). Log onto the COI website and complete the form. Form will be sent to Director for approval. | Employee |  |
| Phone set up (voicemail) | Employee |  |
| Review [CSU Mobile Communications Policy](http://policylibrary.colostate.edu/policy.aspx?id=703) and complete Wireless Attestation Form. | Supervisor, Employee |  |
| Set up work meeting calendar (all-staff; pro-staff; fall, spring and summer retreats; advisory boards; various university committees as determined) | Supervisor |  |
| Set up events calendar (Ram Welcome; university holidays; annual leave, etc.) | Supervisor, Employee |  |

# WITHIN THE FIRST 30 DAYS

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|  | **Person Responsible** | **Completed**  |
| Budget overview | Supervisor |  |
| Asana (Project Management System) | TBD |  |
| KUALI training (if applicable) | Supervisor |  |
| Supervisor Check-In Meeting   * Do you have materials and equipment needed to do your job? * Do you know what to expect of your work? * How do you like to be recognized? * How is office integration? * Any questions about office culture? * How can the team continue to provide support in your transition? * Does the mission of the department make you feel like your work is important? * Discuss various office programs and services. | Supervisor |  |
| Review for completion of the HR Employee Onboarding Check List <http://www.hrs.colostate.edu/pdfs/form-onboarding-checklist.pdf> | Supervisor, Employee |  |
| Files on the U: drive | Supervisor |  |
| Set work performance plan/goals for the year | Employee, Supervisor |  |
| Work plans/professional development plans  Include regional and national networking opportunities | Supervisor |  |
| Meet Department student staff | Employee |  |
| Attend Division of Student Affairs Director’s meeting to be introduced | Supervisor |  |
| Meetings with and/or quick introductions to campus representatives, as determined: | Supervisor, Employee |  |
| Attend required New Employee Orientation (employee will be notified by CSU HR via email of upcoming training dates) | Employee |  |
| Benefit enrollment (required) – all online, employee receives an email from Human Resources to prompt this | Employee |  |
| Sign up for Office of Admission’s Tour (All CSU faculty and staff can tour campus and see it through a student's eyes via free tours offered through Admissions. Call Admissions at 970-491-4636, identify yourself as a CSU employee, and make a reservation. Tuesdays, Wednesdays, and Thursdays are the preferred days to visit.) | Employee |  |
| Register for a stadium tour hosted by the Alumni Center:  call 491-6533 or email: smithalumnicenter@colostate.edu | Employee |  |
| Sexual Harassment Awareness Training (required)  Shortly after official start date, every new employee will receive an email from Workplace Answers with a unique link, associated only with them, allowing the employee to access the training module. | Employee |  |
| Alcohol EDU (recommended)  <https://health.colostate.edu/alcoholedu-faqs/> | Employee |  |
| Tell Someone (recommended)  <http://supportandsafety.colostate.edu/tell-someone> | Employee |  |
| All employees who supervise must take the required trainings for the  Supervisor Development Program: <https://training.colostate.edu/supervisor-development/> | Employee |  |
| University Information   * University calendar and holidays: <http://www.hrs.colostate.edu/benefits/holiday.html> * CSU training website: <https://training.colostate.edu/> * University closings: (970) 491-7669 * Payroll: <http://www.hrs.colostate.edu/current-employees/payroll.html> * University Resources (<https://www.colostate.edu/>[)](http://search.colostate.edu/search-directory.aspx) * CSU Acronyms: <https://www.colostate.edu/acronym-finder/> * AAR Portal: <https://aar.is.colostate.edu/> * Benefits (complete within first 30 days) <http://www.hrs.colostate.edu/benefits/> * Commitment to Campus Program <https://commitmenttocampus.colostate.edu/> * Employee Assistance Program: <https://eap.colostate.edu/> * Ergonomics worksite consultation:   <http://rmi.prep.colostate.edu/ergonomics/officecomputer-ergonomics/>   * Employee Study Privilege: <http://www.hrs.colostate.edu/benefits/study-privilege.html> | Employee |  |

# WITHIN 2 TO 4 MONTHS

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|  | **Person Responsible** | **Completed**  |
| Hiring authority and search committee member training (if applicable) | Employee |  |
| Assessment and program review (for Directors, Associate Directors and Assistant Directors) | Employee, Supervisor |  |
| DSA purpose, mission, vision and goals University Strategic Plan | Supervisor |  |

# AT 6 MONTHS

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|  | **Person Responsible** | **Completed**  |
| Six month supervisor check in:   * Do you have materials and equipment needed to do your job? * At work, do you have the opportunity to do what you do best every day? * Do you know what is expected of you at work? * In the last 7 days, do you feel you received recognition or praise for good work? * Do people at work seem to care about you as a person? * Do you feel that someone at work encourages your development? * At work, do your opinions count? * Does the mission of the department make you feel like your work is important? * In this last year, do you feel you’ve had opportunities at work to learn and grow? | Supervisor |  |
| Set-up additional meetings to continue to get to know staff and campus partners – lunch or coffee breaks | Employee, Supervisor |  |
| Re-orientation/check-in/exploring additional campus resources | Supervisor |  |
| Are additional training opportunities needed?   * Tools? * Equipment? * Contacts? | Supervisor |  |
| Seek out feedback from employee on their on-boarding experience -- what questions does the new employee still have? | Supervisor |  |
| Make sure the employee has access to and understands the processes for Pcard, travel card, cell phones and vehicles (if applicable) | Supervisor |  |

# AT 1 YEAR /

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|  | **Person Responsible** | **Completed**  |
| Meet with Executive Director/Supervisor | Employee |  |
| * Identify a professional development plan -what are they interested in. * Goal setting session * Find out if they are starting to be comfortable with their duties – what are they still uncomfortable with? * Have discussions about how the employee can grow and support the department * Encourage the employee to learn about other departments – who are the key players they should reach out to? * Encourage them to network with others on campus * Re-orient with benefits (study credit, etc.) * Celebrate milestones * Re-evaluate job description * Have the employee give feedback about the department/division – improvements to processes * Encourage the employee to think about giving back – volunteer involvement (Ram Welcome, Rams Against Hunger, etc.) | Supervisor |  |

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| ***General/Professional Development*** |  |  |
| Visit outside offices and units | Supervisor |  |
| Attend an Admission’s Visit Day | Supervisor |  |
| Attend Ram Welcome | Supervisor |  |
| Ethics training | Supervisor |  |
| Assessment training | Supervisor |  |
| Budget Training | Supervisor |  |
| Professional Development Institute (PDI) | Supervisor |  |
| Training & Organizational Development classes <https://training.colostate.edu/> | Supervisor |  |
| Completed [Creating Inclusive Excellence Program](https://csutraining.bridgeapp.com/learner/programs/521e4ae3/enroll) (21 hour certificate program sponsored by Office for Inclusive Excellence) | Supervisor |  |
| Strengths Quest/Myers Briggs as determined by unit | Supervisor |  |
| ACUI | Supervisor |  |
| Others | Supervisor |  |