

Talent Recruitment Services: *Staff Onboarding Guide*



About This Guide

Designed to provide an understanding of the flow and timing of the new employee onboarding process (**staff only**), you will find information on what type of communications your new employee receives, as well as the responsibilities that you have as a hiring manager to successfully onboard your new full-time employee.

As always, if you have any questions or concerns regarding the onboarding experience, you can reach out to our onboarding team at HRtalent@bu.edu or submit a ticket through the [HR Support Portal](#).

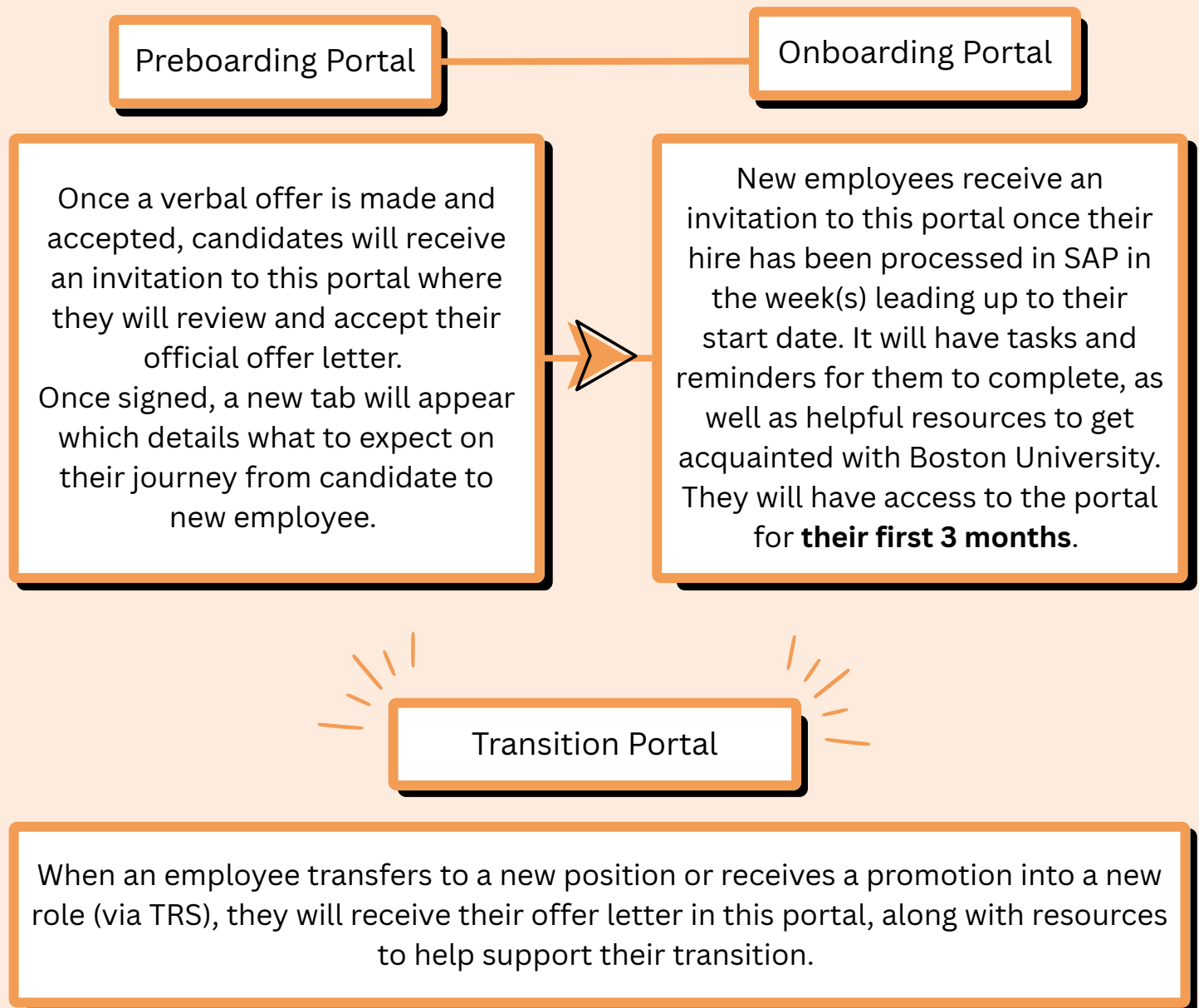
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Unique Portals

Rival Onboard is our digital employee onboarding platform. New staff employees who are in a benefits eligible position will experience our digital preboarding and onboarding portal. More information on each unique portal can be found below:



Section I – From Offer to Preboard:

Below are communications your new employee receives prior to their start date, as well as what you as a hiring manager will receive:

Notifications or tasks specific to **hiring managers** are highlighted in **ORANGE**.
New employee notifications and tasks are in white.

Step/Task		Resources
1.	Once a candidate accepts their verbal offer via Talent Recruitment Services (TRS), an email will be sent welcoming them to their Preboarding portal.	View Sample
2.	TRS will generate an official offer letter for candidates to sign in their Preboarding portal. An email notifying them that this task is ready for their review will be sent to the email that the candidate applied with.	View Sample
3.	Once they accept, a copy of their signed offer letter will be sent to the new employee.	View Sample
4.	Hiring managers will also receive an email notification from onboard@bu.edu once a candidate has accepted their offer letter. This email will provide details regarding the next steps in the onboarding process.	View Sample
5.	After accepting their offer letter, new employees will see a new tab in their preboarding portal. This “ Looking Ahead ” tab details important next steps in their onboarding processes as well as key information to get them acquainted with Boston University.	More Info

Section II – From Preboard to Onboarding:

Below are communications your new employee receives after their offer letter has been officially signed:

Step/Task		Resources
1.	Once their offer letter is signed, new employees will also see additional tasks assigned to them in their Preboarding portal. These will need to be completed before TRS can process their hire: • “Review Personal Information” - this will feed over to their employee record. • “Initiate Background Check” - candidates MUST start their background check within 48 hours of accepting their offer. ◦ New employees will receive an email from CSI to their personal email with a link to complete the necessary information. Additionally, some positions will require a CORI form that will be communicated to the employee by their recruiter. • “Complete Occupational Health (OHC) or Research Occupational Health” - if applicable to position.	
2.	TRS generally processes an employee’s hire the week before their intended start date*. Once complete, managers will receive an email notification (from onboard@bu.edu) that their new hire now has access to their Onboarding portal. <i>*Exceptions to this include delays due to Occupational/Research Occupational Health clearance, student employment termination, and more. Any delays in processing your new employees hire will be communicated to you via your assigned recruitment specialist.</i>	View Sample View Portal Overview

Section III – Onboarding & First Days:

Below are communications you and your new employee receive once a hire action has been processed by TRS:

Step/Task		Resources
1.	Once a candidate is hired as a new employee they will receive a “Welcome to Boston University! Next Steps To Claim Your Account” email from IThelp@bu.edu, which allows them to create or upgrade (rehires; students; former affiliates) their university account information.	View Sample
2.	When their BU account has been created, new employees will receive a second IThelp@bu.edu email, “Boston University: Congrats On Claiming Your Account!” , with a link to their New Employee Onboarding portal.	View Sample
3.	Hiring managers will also receive a “BU Account Confirmation” email from IThelp@bu.edu containing their new employee’s account details (kerberos account name and BU email).	View Sample
4.	In their Onboarding portal, new employees will have a set of <u>required</u> tasks to complete. They will have 7 days from their start date to complete these tasks.	View Required Tasks

Under the task “BU Identification Card” new employees will find their unique BU Identification Number (BUID).

Section III – Onboarding Cont:

Step/Task		Resources
5.	New employees will receive a Zoom invite for our virtual New Employee Orientation the Friday PRIOR to their scheduled orientation date from HRTalent@bu.edu. *Please note that employees CANNOT attend orientation before they start. They should be scheduled for orientation either on, or shortly after, their start date. If you are working with TRS for the position, your recruiter will schedule your employee for orientation. Otherwise, please call/email the <u>HRSC</u> to schedule orientation.	Sample Orientation Invite Additional Orientation Information
6.	New employees will attend virtual orientation on their first day. The sessions are typically held every Monday at 9:00AM and last approximately 3 hours. Orientation covers benefits, campus resources, university history, commuting options, and more.	Orientation Slides
7.	On their second day, new employees will receive an email reminding them to utilize their Onboarding portal and the resources it provides, as well as complete newly assigned tasks.	View Email Sample View Optional Portal Tasks

For further guidance on onboarding your new employee, please visit the [Manger Resources](#) section of the HR website.

Section IV – Beyond First Days:

As your new employee gets settled into their role, these are the last reminders and resources that come from central HR:

Step/Task		Resources
1.	During their first week , your new employee will be invited to sign-up for a <i>Campus Connects: Bridging BU</i> session. These in-person events are designed for new employees to learn more about navigating their career journey at BU, explore University resources, meet representatives from various University offices, and connect with other new employees. <i>We encourage all managers to provide the time for their new employees to attend.</i>	Campus Connects Homepage
2.	At the start of their second week (7 days from hire) new employees will be sent an email from HRTalent@bu.edu with recommended events, trainings, and webinars for new employees, including the option to sign-up for a New Employee Campus Tour.	View Sample Campus Tours
3.	Hiring managers will receive an email inviting them to complete a TRS recruitment & onboarding survey 8 days after their new employee starts.	View Sample
4.	After 30 days , new employees will receive a email inviting them to complete our New Employee Onboarding survey.	View Sample
5.	New employees will receive a 60 day email reminder to utilize their Onboarding portal resources, as well as a final 90 day notification to let them know that their Onboarding portal will be closing soon.	View Sample

Appendix: Sample Emails & Notifications

Section I - Step 1: Preboard Portal Activation

Dear [Candidate]

Congratulations on accepting your offer for the [Position] at Boston University!

You now have access to our preboarding portal, where you can explore introductory information and get a head start on your onboarding process.

Your **official offer letter** will be available in the portal soon. You'll receive a **separate notification** once it's ready for you to review and sign.

In the meantime, you can log in using the credentials below:

***Portal Link:**

***Username:**

***Password:**

Once your offer letter is signed, additional onboarding tasks will become available. You'll also have access to a "Looking Ahead" page that outlines key next steps to help set you up for success.

We're excited to have you join Boston University and look forward to welcoming you to the team.

Best Regards,
[TRS Recruiter]

*** Please note** candidates will get a newly generated login to access their preboarding portal. When they use the portal link they will be prompted to create a new password.

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Section I - Step 2: Review Offer Letter

Dear [Candidate],

Great news! Your offer letter is now available for review on our portal. We're excited to have you join Boston University and take this next step with us!

To access and sign your offer letter, simply log into your Preboarding portal using the link below:

[Review Offer Letter](#)

We look forward to welcoming you aboard.

Best Regards,
[TRS Recruiter]

Section I - Step 3: Candidate Acceptance Email

Dear [Candidate],

Congratulations on accepting the offer for the [Position]. We're excited to have you join us and look forward to working together.

***Attached** to this email, you'll find a copy of your signed offer letter for your records.

Best Regards,
[TRS Recruiter]

*** Please note** candidates will receive a copy of their signed offer letter in this email.

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Section I - Step 4: Hiring Manager Acceptance Email

Dear [Hiring Manager],

Congratulations!

[Candidate's Name] has accepted the offer for the [Position] and is set to start on [Hire Date].

As a reminder, this offer is contingent upon the successful completion of pre-employment requirements. Any adverse findings will be communicated with you.

Next Steps:

- Talent Recruitment Services will process the hire in the weeks leading up to their start date.
- I will follow up with the other candidates who applied or interviewed for this position to inform them the role has been filled. If there are any candidates you'd prefer to contact directly, please email me their name; otherwise, all candidates will be notified.

Onboarding Information:

- [Candidate's Name] has received an invitation to our **Preboarding Portal**, which provides important details about their next steps in the pre-employment process. This portal also helps introduce them to our university, campus, culture, and community, ensuring they feel informed and welcomed before their first day.
- [Candidate's Name] is scheduled to attend **New Employee Orientation** on [Hire Date] from **9:00 a.m. to 12:00 p.m.**, via Zoom.
- You can find resources and best practices for onboarding your new employee in our [Manager Toolkit](#). For additional details on what your new hire will receive throughout the onboarding experience, please review our [New Staff Onboarding Process Guide](#).

In the weeks leading up to their start date, your new employee will receive key tasks through their **Onboarding Portal**. These tasks will guide them through completing necessary employment forms, learning about institutional policies and expectations, and accessing resources to help them familiarize themselves with our university community.

Encouraging them to stay engaged with their onboarding tasks will ensure they feel prepared and connected before their first day.

Lastly, you will receive additional notifications with information and reminders to engage in your new employee's onboarding experience and guide them through their journey.

Best Regards,
[TRS Recruiter]

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Section I - Step 5: Looking Ahead

Below is what your employee can expect to find in their Looking Ahead portal page once they have signed their offer letter:

BU Account Creation: Information on the emails they will receive from ITHelp@bu.edu regarding their BU account creation and accessing their New Employee Onboarding portal.

Upcoming Action Items: Information on tasks they will need to complete as they get closer to their start date which includes:

- Form I-9
- New Employee Orientation
- BU Terrier Card

Additional Information: The page will also have a section on “Get to Know Campus”, providing employees with resources for touring campus, transportation and commuting support, as well as general information on the Boston area. They will also have a “Get to Know Your Benefits” section which will link them to the HR website’s benefit resources.

Get to Know Campus

Before you start, we recommend familiarizing yourself with our campus by taking a [Virtual Tour](#) or using our [Interactive Campus Map](#)! If you are curious about getting to campus, you can review all employee commuter benefit options on the university's [Transportation Services](#) website.

Please note that you cannot sign up for parking passes and permits until your start date.

New to Boston?

Use WBUR's [Field Guide to Boston](#) to explore the city's neighborhoods and culture!



Get to Know Your Benefits

At Boston University it's not just about building a career—it's about joining a community that supports your growth and well-being.

Before New Employee Orientation, you can review our [Benefits and Employee Resources](#), which are designed to support you from your first day and throughout your career at BU.

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Section II - Step 2: Hiring Manager Portal Activation

Dear [Hiring Manager],

You're receiving this email because [New Employee]'s hire has been processed, and they now have access to their New Employee Onboarding portal.

This portal will provide important details about the next-steps in their onboarding process and will include time sensitive tasks (ie. Form I-9, Direct Deposit, etc.) for them to complete. It will also include optional trainings, tasks, and information to help introduce them to our campus, culture, and community.

Engaging with them early on helps set a positive tone and ensures they feel welcomed as they prepare to join your team. Below are some resources to effectively onboard your new employee:

- [Manager Onboarding Toolkit](#)
- [Staff Onboard Process Guide](#)
- [Manager Resources](#)

We also recommend that you enroll your new employee in the below in-person onboarding events aimed at fostering community and connection:

- [Campus Connects: Bridging BU](#)
- [New Employee Campus Tours](#)

If you have any questions regarding your new employee's onboarding journey, please reach out to Talent Recruitment Services at HRtalent@bu.edu.

Best Regards,
The Onboarding Team

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Section II - Step 2: Hiring Manager Portal Activation (Portal Overview)

5 Pages with resources on getting to know our campus, community, benefits, and more!

Home My Tasks Our Foundations Our Campus Our Community Our Benefits Your Development

Welcome,

A welcome video from President Gilliam introducing new employees to Boston University's values.



Welcome to Boston University!

Your journey at BU is officially beginning, and we couldn't be more excited to have you on board. As you settle into your new role, we are here to support you every step of the way.

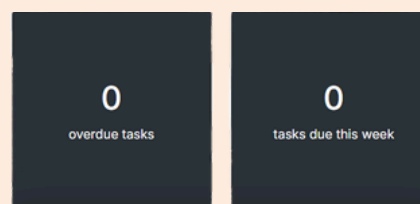
This portal is your go-to resource for university-wide onboarding information, helping you navigate the essentials as you get started. From first-day details to key policies and benefits, you'll find the tools and guidance to help you feel confident and prepared. Your department and manager will also provide additional role-specific information to support your transition.

Be sure to explore the resources available, complete any outstanding onboarding tasks, and don't hesitate to reach out if you have any questions.

Once again, welcome—we're thrilled to have you as part of the BU community!

*Boston University provides reasonable accommodations to qualified individuals with disabilities and those who are pregnant or have a pregnancy-related condition who require accommodations to perform the essential functions of their positions safely and effectively. You can learn more and request an accommodation via the [Equal Opportunity Office](#).

An introduction to the portal.



My Journey

0 of 0 completed

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Journey Dashboard

The "My Journey" section keeps track of assigned tasks and due dates. The "Terrier Card" task will contain their unique BU Identification Number (BUID).

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Section III - Step 1: BU Account Creation

Dear [CANDIDATE NAME],

Congratulations and welcome to the dynamic, energetic, and diverse campus of Boston University! Please follow the steps below to get your personal, online account with the University and to complete your Form I-9 Employment Eligibility Verification. It is extremely important that you complete both steps as soon as possible.

1. Create or update your BU login and password through this URL: [Account Link]

If you have any questions regarding the account creation process, please contact the IT Help Center at ithelp@bu.edu or 617-353-4357.

2. Complete your Form I-9 Employment Eligibility Verification as soon as possible.

Completion of the Form I-9 is required by federal law. You should complete Section 1 of the Form I-9 (Employee Information and Attestation) as soon as possible and must complete it by the end of your first day of employment. Section 2 of the Form I-9 (Employer Review and Verification) must be completed within three working days of your first day of employment. Failure to complete your I-9 in a timely manner will result in a loss of access to University systems and resources and could result in the termination of your employment with the University.

Click [here](#) to proceed to the options for completing your Form I-9. The University allows most new employees the option of completing Section 2 of their Form I-9 either in-person or remotely. However, given the complexity of immigration documents for foreign nationals (not a US citizen or lawful US permanent resident) and the need for clearance by the International Students and Scholars Office (ISSO), we recommend that foreign nationals select the in-person option unless they will work fully remote (100%). If you are a foreign national and would prefer to complete Section 2 of your Form I-9 remotely, please email ISSO for guidance at issosch@bu.edu.

New employees who are assigned to work on a designated federal contract must select one of the options labelled "E-VERIFY." HR or your department will confirm if you are assigned to a designated federal contract.

If you have any questions regarding your employment with the University or Form I-9, including whether you are assigned to work on a designated federal contract, please contact Human Resources at onboard@bu.edu or 617-353-2380.

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Section III - Step 2: Employee's Account Confirmation Email

Dear [New Employee],

Congratulations! Your BU login name and Kerberos password have been successfully created and registered with the university.

1. If you are an employee with a 9-12 month assignment duration, please use your BU login to access your [New Employee Onboarding portal](#). In this portal, you will find time sensitive tasks, including enrolling in direct deposit, that need to be completed within your first few days.

After finishing these required items, you will be assigned additional optional tasks designed to deepen your understanding of BU and its resources. Once you complete all visible tasks, a final "Complete and Submit" task will appear. Complete this and you will have finished your onboarding steps.

Additionally, the onboarding portal provides resources and information to help you navigate and get acquainted with the wide range of opportunities, initiatives, events, and support available here!

Note: Your access was granted contingent upon the completion of both parts of your I-9 (a federal requirement).

2. Complete your Form I-9 Employment Eligibility Verification as soon as possible, but no later than your third day of employment. Click [here](#) to proceed to the options for completing your Form I-9. The University allows most new employees the option of completing Section 2 of their Form I-9 either in-person or remotely. However, given the complexity of immigration documents for foreign nationals (not a US citizen or lawful US permanent resident) and the need for clearance by the International Students and Scholars Office (ISSO), we recommend that foreign nationals select the in-person option unless they will work fully remote (100%). If you are a foreign national and would prefer to complete Section 2 of your Form I-9 remotely, please email ISSO for guidance at issosch@bu.edu.
3. If you require a Terrier Card (due to working on campus) you may request one by completing this the [online form](#).

Staff and faculty are encouraged to use Exchange to access their BU email account. For instructions on accessing exchange, please visit: <https://www.bu.edu/tech/services/cccs/email/office-365-outlook/>. Access to Exchange mailbox may take up to two or more hours.

If you have any questions regarding your employment with the university, please contact: onboard@bu.edu or 617-353-2380

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Section III - Step 3: BU Account Confirmation

Greetings,

Please find the new hire BU Account details below:

First Name:

Last Name:

Kerberos account name:

Email:

Access to BU systems and resources is granted conditionally. The individual you hired was provided instructions for completing their I-9 with Human Resources or ISSO. They have until the end of their third day of work to fulfill this requirement.

If you have any questions regarding the account creation process, please contact: ithelp@bu.edu or 617-353-4357 (HELP)

If you have any questions regarding your employment with the university, please contact: onboard@bu.edu or 617-353-2380

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Section III - Step 4: Required Onboarding Portal Tasks

- **Review Your Name and Pronouns:** Employees will give information on how to review and updated their lived name and pronouns to be correctly reflected in the BU systems.
- **Direct Deposit:** Boston University requires all employees to set up a direct deposit account for their paychecks. This task ensures that this is completed prior to an employees first pay cycle. Later additions and edits can be made via the BUWorks Employee Self-Service portal.
- **Form I-9:** All new employees of Boston University must complete the Form I-9 within their first three days of employment or BU account access will be revoked. This task directs new employees to complete our Form I-9 and provides further instructions on the process.
- **Self-Identified Ethnicity/Race:** BU is required by law to provide reports to certain federal and/or state agencies on Equal Employment Opportunity. The information collected in this task is used only in the compilation of data to comply with these EEO reporting requirements.
- **BU Alert:** The BU Alert notification system is used for the purpose of communicating with the campus community for weather closures, utility outages, emergencies, or situations requiring the response or attention of the University community. New employees use this task to enter in their cell or direct office phone number.
- **BU Identification Card (Terrier Card):** This task will direct new employees to complete a Terrier Card Request form and/or provide instructions on how to request one in-person.
- **BU Emergency Contact:** New employees provide their emergency contact information, which is used in the event of an accident or medical emergency.
- **BU Policies Form:** New employees will need to review and acknowledge receipt of specific University polices and procedures (Code of Ethnical Conduct; Acceptable Use of Computing Services; Data Protection Standards; Interim Equal Opportunity and Title IX; Workplace Violence Prevention; Conflict of Interest; Reasonable Accommodations; Protection of Minors; Interim Hazing Prevention)
- **Workplace Poster and Disclosure Notice:** Employees will need to review the federal and state workplace posters and disclosure notices applicable to their state and acknowledge receipt.
- **Employee/Faculty Handbook:** Employees will review their applicable handbook and acknowledge receipt.
- **Intellectual Property Agreement:** Employees will review and acknowledge receipt of the University's intellectual property policy.
- **Self Identification of Disability Status:** The University is required by law to provide equal employment opportunity to qualified people with disabilities. This voluntary task allows us to measure these goals and the information is completely confidential.
- **Self Identification of Veteran Status:** We are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category.
- **Position Description:** Employees are provided their position summary to review and acknowledge.
- **If Applicable* **BU Contract Review:** Represented employees are provided a copy of their bargaining agreement to review and acknowledge.

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Section III - Step 5: Form I-9 Reminder

Dear [New Employee],

You recently created (or were upgraded to) a BU employee login account to access University resources.

Important Note: your access is contingent upon the completion of both parts of your I-9 (a federal requirement). If you haven't completed one or both steps yet, follow the steps below. If you do not complete these steps by the end of your third day of employment with the University, your access will be disabled.

1. Click [here](#) to proceed to the options for completing your Form I-9.

We, as your employer, are held to strict rules on ensuring our employees verify their identity and establish that they are eligible to accept employment in the United States. Failure to complete your I-9 will result in a loss of access to university systems and resources, and could result in the termination of your employment with the University.

The University allows most new employees the option of completing Section 2 of their Form I-9 either in-person or remotely. However, given the complexity of immigration documents for foreign nationals (not a US citizen or lawful US permanent resident) and the need for clearance by the International Students and Scholars Office (ISSO), we recommend that foreign nationals select the in-person option unless they will work fully remote (100%). If you are a foreign national and would prefer to complete Section 2 of your Form I-9 remotely, please email ISSO for guidance at issosch@bu.edu.

New employees who are assigned to work on a designated federal contract must select one of the options labelled "E-VERIFY." HR or your department will confirm if you are assigned to a designated federal contract.

If you have any questions regarding your employment with the University or Form I-9, including whether you are assigned to work on a designated federal contract, please contact Human Resources at onboard@bu.edu or 617-353-2380.

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Section III - Step 5: New Employee Orientation Invite

Dear [Employee],

Welcome to Boston University, we look forward to hosting your new employee orientation!

To acquaint you with the variety of benefits and resources that are available to you as an employee, you are scheduled for a virtual orientation program on [Date] at 9:00 AM via Zoom.

If you would like to review the orientation slides prior to the presentation you can find them [HERE](#). Attached to this email are a copy of the Transportation slides, which will also be reviewed during orientation, and a voucher for new employees to attend our Men's and Women's ice hockey, basketball, and lacrosse games.

Instructions on how to access the Zoom platform can be found [HERE](#). If you are unable to attend on this date, please email onboard@bu.edu to reschedule as soon as possible and notify your direct supervisor.

Key Reminders & Resources:

- Complete your Form I-9 remotely, or in-person, by the end of your third day (or earlier). Instructions are emailed to your personal email but can also be found [HERE](#). Please note that if you are completing your I-9 remotely to allow up to 24-48 hours for processing.
- If you are working on the Charles River Campus (CRC) or the Fenway Campus, you can request your Terrier Card [HERE](#). If you are working on the Medical Campus (MED) you will need to visit the MED ID Office, located on the first floor of 650 Albany Street (X Building). An appointment is not required.
- If you would like to review benefit information (plans, rates, etc.) prior to orientation, please visit our [Benefits Education Center](#).
- If you have any additional questions prior to your start date, please visit our [Contact Page](#) to find your best point of contact, or please reach out to your manager.

If you have any questions regarding the resources provided or your orientation, please reach out to the HR Service Center at hr@bu.edu | 617-353-2380 | or use the [HR Support Portal](#) available to you once a BU account has been created.

Sincerely,
The Onboarding Team
BUHR | Talent Recruitment Services

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Section III - Step 7: Second Day Portal Reminder & Optional Tasks

Dear [Employee],

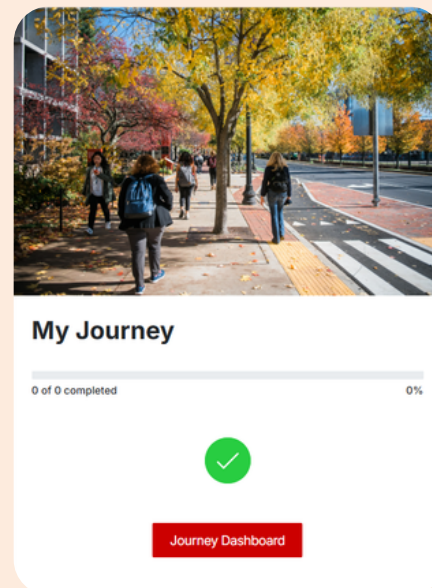
We hope your first few days at Boston University are going well!

We wanted to let you know that new tasks have now opened in your onboarding portal. These tasks are designed to guide you through important next steps as you settle into your new role.

Please log in to your portal to review and complete them at your earliest convenience:
[Portal Link]

If you have any questions or need assistance, please reach out to HRTalent@bu.edu. We're excited to have you on board and look forward to supporting your success at BU!

Best Regards,
The Onboarding Team



Optional tasks new employees receive in their Onboarding portal:

- **Select Your Benefits:** Employees are reminded to enroll in benefits within 30 days of their hire date/orientation date (whichever is later). They are also given information on returning the Long Term Disability Waiver and electing their retirement contributions.
- **Review/Enroll in Commuter Benefits:** Employees are reminded to enroll in any parking or transportation benefits they require for commuting to campus.
- **Explore the BUWorks Portal:** Employees are given instructions on how to access the BUWorks Employee Self-Service (ESS) portal as well as additional guides and resources (W4, Time Entry, etc.).
- **Campus Connects: Bridging BU:** This task reminds new employees to sign-up for an upcoming Campus Connects session.
- **BU Sexual Misconducts Prevents and Harassment & Discrimination Prevention Training:** Provides information on the required course. Please note new employees will also receive additional email reminders to complete this course within **2 weeks** of their start date.
- **Misc. Additional Trainings:** Employees are given information on optional training opportunities aimed at enhancing their skills and knowledge of the University's tools, systems, and resources (Safety Awareness For Everyone "SAFE" course; Understanding Higher Education CUPA-HR; IS&T's Cybersecurity Resources; BU Procure to Pay's Guided Buying Resources; Terrier eDevelopment (TeD) Portal).

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Section IV - Step 2: New Employee Events

Dear New Faculty & Staff,

Congratulations on completing your first week as a BU Terrier!

As you get settled into your new role here, we encourage you to take the time to get to know our campus and community by engaging with the resources and support available to you. From new employee campus tours to virtual cooking classes and ITHelp webinars, there's no shortage of ways to learn more about Boston University!



BUHR Hosted Events

Campus Connect: Bridging BU: This in-person event aims to teach new employees more about navigating their career journey at BU, as well as get the chance to explore the various university resources and groups we have across campus. Sign up for a session below!

New Employee Campus Tour: Hosted in partnership with BU Admissions, our newly launched employee campus tours are designed to help faculty & staff build familiarity, confidence, and connection with the Charles River Campus. Participants are invited to join us afterwards at the BU Pub (last stop) for a post-tour gathering.

Additional Campus-Wide Events & Trainings:

Below are additional events and trainings that may be of interest to you as a new employee:

*



Information Services & Technology (IS&T)'s "Qualtrics - Introduction (Online)"

Virtual: This training session will teach participants how to use the Qualtrics survey tool, with topics including what the program can do, how to edit surveys, distribute surveys, review results, and collaborate with colleagues.

Sincerely,
The Onboarding Team
BUHR | Talent Recruitment Services

* **Please note** these emails will be updated each week by TRS and will vary depending on event and training dates.

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Section IV - Step 3: Hiring Manager Survey

Dear [Hiring Manager],

You are receiving this email because you have recently hired [New Employee] in partnership with Talent Recruitment Services (TRS).

As part of our continuous efforts to improve the recruitment process and Connecting You to BU onboarding program, we kindly ask that you take 5-10 minutes to complete the survey using the link below:

[Survey Link]

To help ensure your new employee is having a positive experience, we encourage you to continue checking in regularly during their first few months. Ongoing conversations and guidance beyond the first week is essential. Be sure to schedule regular one-on-one conversations, invite feedback about their onboarding experience, and adjust your approach as needed to support their success.

For further guidance on supporting your new employee's ongoing performance, please refer to our [Chart Your Career](#) page.

Thank you for the role you play in creating a welcoming and successful start for your new employee. We wish you and your new hire continued success!

If you have any questions about your onboarding experiences, please email the Talent Recruitment Services team at hrtalent@bu.edu

Sincerely,
The Onboarding Team
BUHR | Talent Recruitment Services

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Section IV - Step 4: New Employee Survey

Dear [Employee],

Congratulations on completing your first month as a new employee at Boston University! We hope that the support and resources you received during the onboarding process helped you successfully transition into the BU community.

As part of our continuous effort to improve the onboarding program, we kindly ask that you take 5-10 minutes to complete the survey using the link below. Your feedback is extremely valuable to enhancing the experience of new employees. At the end of the survey, you will have the option to enter a raffle to win BU merch.

[Survey Link]

If you have questions about your onboarding experiences, please email the Talent Recruitment Services team at hrtalent@bu.edu.

Sincerely,
The Onboarding Team
BUHR | Talent Recruitment Services

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Section IV - Step 5: Portal reminders

Dear [Employee],

Congratulations on reaching your 60-day milestone with us!

As you continue settling into your role, we encourage you to revisit your Onboarding portal to complete any outstanding tasks and review the additional resources. These materials are designed to help you deepen your understanding of our university, build connections, and support your ongoing success.

This is also a great time to start thinking about your longer-term development at BU. The “Your Development” portal page provides a framework to get set-up for long-term success, and you can find more role specific resources below:

- Staff: [Chat Your Career](#)
- Faculty: [Faculty Development](#)

Taking advantage of these resources now can help set a strong foundation for your future growth and development.

Thank you for all your contributions during your first 60 days. We look forward to supporting your continued success!

Best Regards,
The Onboarding Team
BUHR | Talent Recruitment Services

Dear [Employee],

Congratulations on reaching your 90-day milestone at BU!

As you complete this phase of your onboarding journey, we wanted to let you know that access to your Onboarding portal will be closing soon. We encourage you to take a final look at any resources, information, or tasks you want to revisit before the portal closes.

We hope your first three months have provided a strong foundation for success and helped you build meaningful connections across the university. As you continue your career at BU, we encourage you to keep exploring opportunities for learning, growth, and professional development.

We are grateful you chose to join BU, and we look forward to supporting you throughout your continued journey here.

Please remember that the onboarding team is always here to help. If you have any questions, need guidance, or are looking for additional resources, don't hesitate to reach out. Thank you for being here, and we wish you continued success at BU!

Best Regards,
The Onboarding Team
BUHR | Talent Recruitment Services

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