

Human Resources Courses ^[1]

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| Course | Audience | Description |
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| <p>CU: Americans with Disabilities Act (ADA)</p> | <p>Required for all CU faculty and staff members who either teach students and/or supervise employees or student employees.</p> | <p>This 30-minute course covers responsibilities under the Americans with Disabilities Act (ADA). Learn the correct actions to take toward your direct reports and students who indicate they have a disability. Learn how to determine reasonable accommodations and maintain proper respect for individuals with a disability.</p> <p>HCM Course Code: u00057 ?</p> <p>Start Course [3]</p> |
| <p>CU: Discrimination and Sexual Misconduct - CU Denver Anschutz</p> | <p>Required for CU Denver Anschutz Medical Campus faculty, staff, and student employees who need to fulfill their initial sexual misconduct, discrimination, and harassment training requirement or the five-year refresher requirement.</p> | <p>This 45-minute course is designed to provide CU Denver Anschutz Medical Campus faculty, staff, and student employees the most current information on the policies and procedures administered by the Office of Equity.</p> <p>HCM Course Code: u00067 CU-SIS Course Code: SK016</p> <p>Start Course [4]</p> |
| <p>CU: Discrimination and Sexual Misconduct - UCCS</p> | <p>Required for UCCS faculty, staff, student employees, and affiliates who need to fulfill their initial discrimination and sexual misconduct training requirement or the annual completion requirement.</p> | <p>This 45-minute course is designed to provide UCCS employees and affiliates with the most current information on the policies and procedures administered by the Office of Institutional Equity and Compliance.</p> <p>HCM Course Code: u00135 CU-SIS Course Code: SK015</p> <p>Start Course [5]</p> |

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| <p>CU: Discrimination and Sexual Misconduct, CU Boulder and System</p> | <p>Required for CU Boulder faculty, staff, and student employees who need to fulfill their initial discrimination and harassment training requirements or the three-year requirement. Employees at System Administration are also required to complete this course.</p> | <p>This 45-minute course is designed to provide CU Boulder faculty, staff, and student employees, as well as employees at System Administration, the most current information on the policies and procedures administered by the Office of Institutional Equity and Compliance. For System, this course is administered by Human Resources, Office of the President.</p> <p>HCM Course Code: s10007 CU-SIS Course Code: SK001</p> <p>Start Course [6]</p> |
| <p>CU: Becoming a Student Supervisor</p> | <p>This course is recommended for all supervisors of student employees.</p> | <p>In this 45-minute Acknowledge your responsibilities and requirements as a student supervisor. Learn about work study and student hourly differences, processes for interviewing and hiring students as well as following best practices for training, motivation, evaluation, development, and recognition. This course should take about 45 minutes to complete..</p> <p>HCM Course Code: u40064</p> <p>Start Course [7]</p> |
| <p>CU: Faculty Diversity Search and Hiring Committee Guidance</p> | <p>Required for all faculty members serving on a search committee.</p> | <p>This 30-minute course covers conducting a compliant and effective faculty search.</p> <p>HCM Course Code: u00112 ?</p> <p>Start Course [8]</p> |

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| <p>CU: Form I-9</p> | <p>Recommended for anyone wishing to be trained and authorized to help complete I-9 forms—typically payroll personnel liaisons (PPL), human resources (HR) liaisons, and administrative assistants who approve I-9 forms.</p> | <p>This 30-minute course covers university policies and procedures for completing the I-9 Employment Eligibility Verification Form. The I-9 Form must be completed for all new employees and verifies that new employees have documents showing that they are legally eligible to work in the United States.</p> <p>HCM Course Code: u00072</p> <p>Start Course ^[9]</p> |
| <p>CU: HR Confidentiality Training</p> | <p>Required for all HR personnel, designees, and those with access to HR data upon hire and again as-needed.</p> | <p>This 10-minute online acknowledgment is intended to provide expectations and guidelines for ensuring the confidentiality of data and information related to human resources (HR) at the University of Colorado.</p> <p>HCM Course Code: u00232</p> <p>Start Course ^[10]</p> |
| <p>CU: Implicit Bias and Recruitment in Review</p> | <p>This course may be required for faculty, trainees, and staff who participate in recruitment or the admissions process..</p> | <p>This 60-minute annual training on implicit bias may be required for faculty, trainees, and staff who participate in recruitment or the admissions process. This module is intended to serve as a refresher course for faculty, trainees, and staff who have previously participated in Implicit Bias training as it relates to recruitment. The module will review the impact of, and strategies to mitigate, implicit bias throughout the recruitment process.</p> <p>HCM Course Code: u00233</p> <p>Start Course ^[11]</p> |

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| <p>CU: Inclusive Staff Hiring</p> | <p>Recommended for hiring committee members at CU Boulder.</p> | <p>This 35-minute course introduces the strategies and best practices for hiring diverse staff at CU Boulder.</p> <p>HCM Course Code: u10101_0001</p> <p>Start Course [13]</p> |
| <p>CU: Introduction to Cornerstone</p> | <p>This course is required for new employees joining departments that use Cornerstone for performance management. This course is recommended for newly-hired supervisors who will use the system to view and approve their direct reports' goals. New employees should work with their supervisor to create goals within 30 days of hire.</p> | <p>This 30-minute course introduces Cornerstone, the performance cycle timeline, and practice exercises for creating and approving goals.</p> <p>HCM Course Code: u00221</p> <p>Start Course [14]</p> |
| <p>CU: Employee Services New Hire Orientation</p> | <p>This course is required for Employee Services new hires.</p> | <p>This 75-minute course is to orientate new employees to the department of Employee Services.</p> <p>HCM Course Code: u00231</p> <p>Start Course [15]</p> |
| <p>CU: New Employee Orientation - System (SYS)</p> | <p>Recommended for all new CU System employees.</p> | <p>This 15-minute course covers how CU System is organized and what you need to do as a new employee.</p> <p>HCM Course Code: u00070</p> <p>Start Course [16]</p> |

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| <p>CU: Performance Development Overview for System Administration</p> | <p>This course is required for all CU System Administration staff.</p> | <p>This 15-minute long course provides an explanation of the new performance development program and the role everyone plays in the new process. Existing and new employees need to take this course as a foundation for understanding performance development at System Administration.</p> <p>HCM Course Code: u00241</p> <p>Start Course [17]</p> |
| <p>CU: Performance Management</p> | <p>Required for all managers and supervisors of classified staff.</p> | <p>This hour-long course covers performance management for state classified staff. You will learn how to rate performance, set goals, and coach classified staff.</p> <p>HCM Course Code: u00062 ?</p> <p>Start Course [18]</p> |
| <p>CU: Skills for Mental Health</p> | <p>This course is recommended for CU Boulder staff.</p> | <p>This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Boulder community is experiencing mental health challenges. This course is a prerequisite for the in-person Recognize, Respond, Refer: Skills and Practice course.</p> <p>HCM Course Code: u10120</p> <p>Start Course [19]</p> |

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| <p>CU: Skills for Mental Health Support - CU Denver</p> | <p>This course is recommended for CU Denver staff.</p> | <p>This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Denver community is experiencing mental health challenge.</p> <p>HCM Course Code: u00223</p> <p>Start Course [20]</p> |
| <p>CU: Skills for Mental Health Support - UCCS</p> | <p>This course is recommended for UCCS staff.</p> | <p>This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the UCCS community is experiencing mental health challenges.</p> <p>HCM Course Code: u00234</p> <p>Start Course [21]</p> |
| <p>CU: Performance Management for Supervisors of Classified Employees - CU Boulder</p> | <p>Required for CU Boulder supervisors of classified staff.</p> | <p>This 45-minute course covers the process for performance management, including requirements and deadlines for classified employees.</p> <p>HCM Course Code: u00115 ?</p> <p>Start Course [22]</p> |
| <p>CU: Reasonable Suspicion Supervisor Training - UCCS</p> | <p>Required for UCCS supervisors.</p> | <p>This 30-minute course covers the policies and procedures regarding the reasonable suspicion and alcohol testing policy for UCCS processes.</p> <p>HCM Course Code: u40063 ?</p> <p>Start Course [23]</p> |

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| <p>CU: Search Committee Training, Recruiting Diverse Talent to the University</p> | <p>Recommended for members of a search committee, including the hiring authority, before the first search committee meeting.</p> | <p>This hour-long course covers how to conduct a CU job search that complies with state and federal regulations, and maximizes your chance of finding the best person for the position.</p> <p>HCM Course Code: u00066</p> <p>Start Course [24]</p> |
| <p>CU: Understanding and Applying State Classified Rules</p> | <p>Required for supervisors and managers of state classified employees.</p> | <p>This 2-hour course is required for supervisors and managers to understand their role in the State Personnel System. In this course, we will discuss the State Personnel Board Rules and Personnel Director's Administrative Procedures handbook.</p> <p>HCM Course Code: u00193</p> <p>Start Course [25]</p> |
| <p>CU: Writing SMART Performance Goals</p> | <p>Recommended for CU employees.</p> | <p>This 60-minute course will teach users how to describe the difference between hard and soft skills, describe the components of a SMART goal, develop SMART goals for both hard and soft skills, and understand the importance of planning SMART goal actions and tracking SMART goals.</p> <p>HCM Course Code: u00192</p> <p>Start Course [26]</p> |

Groups audience:
Employee Services

Source URL: <https://www.cu.edu/employee-services/human-resources-courses>

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