



Your First Days

Help to get you
off to a great start!



You are a valued member of the Cornell community from your first day here. We want to make sure that you feel prepared and confident to transition into your new role as smoothly as possible. If you have any questions, **DO** ask your supervisor, a colleague, or your [HR representative](#). We're here to help!



What To Expect: Time-Sensitive Requirements

► BENEFIT ELECTIONS

If your position is benefits-eligible, you'll need to submit your enrollments in healthcare and savings plans before the deadline.

- [Learn more about your benefits here.](#)

► REQUIRED TRAINING FOR STAFF

Creating a workplace community where all employees feel respected and welcome is a top priority at Cornell. These courses help ensure that our expectations are clearly understood by all.

RESPONSIBILITY AT CORNELL

This online tutorial is required for all new employees. You'll receive an email that "Responsibility at Cornell" has been assigned to you in [CULearn](#) (Cornell's not-for-credit learning management system). Access to [CULearn](#) is available after your start date. Completion is due within 30 days of your start date.

- [Learn about "Responsibility at Cornell"](#)

ADVANCING DIVERSITY, EQUITY, AND INCLUSION AT CORNELL

This six-course certificate program explores the importance of evolving a culture of diversity, equity, and belonging. The course format consists of short, 2-4 minute videos interspersed with reflection exercises, activities to establish comfort and confidence, and a completion quiz. New employees are automatically enrolled - you'll receive an email notification that the course has been assigned to you in [CULearn](#). Completion of all six courses is due within one year of your start date.

- Learn about "[Advancing Diversity, Equity, and Inclusion at Cornell](#)"

Tip: While you're at the CULearn website, take a moment to browse the course catalog to see some of the wealth of learning opportunities available to Cornell employees!

► ADDITIONAL COMPLIANCE AND TRAINING

Depending on your department or role, you may have training requirements to fulfill. Check with your supervisor for any trainings you may need to take as part of your new position. Most of these trainings can be found in [CULearn](#).
