



Manager Resources



Quick links to the tools and resources you need in a management role at Cornell.

Have a suggestion to include in this toolbox? [Let us know!](#)

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Hiring & Exits

Hiring & Onboarding

[Hiring Process](#) A step-by-step guide to preparation, recruitment, interviewing, hiring and onboarding.

[Hiring Resources](#) Documents, brochures, and guides to show your recruit or new hire all Cornell has to offer.

[Temporary and Contract Staff](#) Guide and resources for temporary staffing.

[Welcoming and Orienting Employees - Supervisor's Guide](#) (pdf) Welcome your new staff member with this guide to successful onboarding

[New Hire Checklists](#) (pdf) Convenient checklists from the "Welcoming and Orienting Employees - Supervisor's Guide"

[Relocation Assistance Program](#): Relocation services for candidates and new hires

[Dual Career Best Practices](#) (pdf): Guide for assisting top candidates who have a spouse or partner who is also seeking employment in the area

[Working With and Hiring Minors](#): Resources compiled by Cornell Office of Risk Management & Insurance

[Probationary Review Form: Staff](#) (pdf)

[Probationary Review Form: Bargaining Unit](#) (pdf)

[Building A Culture of Respect](#) All new faculty and staff are required to take this online program (approx.. 45 minutes).

Exits

[Layoff-Termination](#) What you need to know when handling an employee layoff or termination.

Career Support

Performance Dialogue

[Performance Dialogues](#): Practical support for the performance management process.

- [How to Complete your Performance Review in Workday](#)(pdf)
- [FAQs related to Performance Reviews in Workday](#)(pdf)
- [How to Add and Update Goals in Workday](#) (pdf)
- [Performance Improvement Plan for staff](#) (doc)

Recognition

[Staff Recognition](#): Ways to celebrate staff excellence.

[Cornell Appreciation Portal](#): Show your appreciation in the moment!

- [Supervisor Overview](#) (pdf)
- [Supervisor FAQ](#) (pdf)

Flexible Work

[Flexible Work](#) Help for managing flexible arrangements that benefit both staff and the university.

[Flexible Work Tips for Supervisors](#)

[Flexible Work Arrangement - Agreement Form](#)(pdf)

Career Development

[Administrative Academy](#)

[Career Development Guidelines](#)

[Career Management](#) Use this step-by-step guide to work with staff to realize career goals.

[CULearn](#)

[Experiential Learning Opportunities](#)

[Staff Training Opportunities](#) Help your staff take advantage of the many opportunities to improve or learn new skills, and keep up with technology and best practices.

Crisis & Leaves

Crisis Support

[Domestic Violence Resources](#) Campus and local resources available to staff and faculty in need of assistance as a result of domestic or intimate partner violence.

[Navigating Health Challenges](#) Resources to support staff and faculty who are managing difficult or complex health conditions and crises.

[Faculty and Staff Assistance Program](#) Free and confidential guidance and support to [benefits-eligible employees and their partners](#) to address issues that may be affecting their personal lives and/or job satisfaction or performance.

[Caring Community](#) A central resource where all members of the Cornell community can find help in times of crisis, or support with emotional, physical, social, financial, intellectual, family, or other issues.

[SHARE](#) The Sexual Harassment and Assault – Response and Education website shares resources for getting help, as well as reporting and education.

[Ombudsman](#) A safe place where community members may discuss problems or issues within the University.

Leaves & Disability

[Leaves & Disability](#) What you need to know about leaves of absence, worker’s compensation, and short and long-term disability.

[Accident Report Form](#)

[Leaves for Professors and Academic Staff](#)

[Disability Accommodations FAQ](#)

[Catastrophic Leave Call for Donations Sample Letter \(d0c\)](#)

Diversity & Inclusion

Cornell Diversity & Inclusion Resources

[Diversity Resources](#) Be familiar with the numerous resources that are available to support all of our diverse community.

[Belonging at Cornell](#): University-wide framework designed to continue progress towards making Cornell a more diverse and inclusive environment.

[Inclusive Excellence Academy](#)

Bias Reporting

[Bias Reporting Process](#)

[Threatening Communications and External Harassment](#)

Disabilities Resources

[Disability Toolkit for Managers](#) Tips, checklists, and resources to help managers lead a disability inclusive workforce.

[Accessible Meeting Checklist](#)

Religious Inclusion Resources

[Schedule of religious holidays](#)

[Religious Accommodations](#)

Veterans/Military Personnel Inclusion Resources

[Military Resources](#)

LGBT Resources

[Cornell University Transgender Guide to Transitioning & Gender Affirmation in the Workplace](#)

[Lesbian Gay, Bisexual, Transgender \(LGBT\) Resource Center](#)

[Guide to Gender-Inclusive Pronouns](#)

Policies

[6.4 Protected status](#)

[6.13 Disability Accommodation](#)

[6.13.8 Religious Accommodation](#)

[6.9 Time Away From Work](#)

[6.2.1 Leaves for Professors and Academic Staff](#)

[6.11.3 Employee Discipline \(Excluding Academic and Bargaining Unit Staff\)](#)

[6.6.13 Flexibility in the Workplace](#)

[6.9 Catastrophic Leave Donation](#)

[Staff Complaint & Grievance Procedure](#)

[Academic Policies](#)

[Guidelines for Situations Where You May Be Recorded](#)

Leadership

[Leadership Development](#) Training to enhance leadership skills, including Turning Point, the Harold D. Craft Leadership Program, and Building Teams and Leading Change.

[Supervising@Cornell](#) Online training tailored for supervisors at Cornell

[Management Development](#) Training for supervisory and management roles; take courses individually or earn a certificate.

[Talent Management Matrix](#)

[Organizational and Workforce Development](#) Support for supervisors and staff to be more effective in achieving goals.

[Leading Change](#) Methodology, tools, and best practices for change leadership at Cornell.

[Lean Process](#) Process improvement tool to help teams address workload challenges.

[Business Tools](#) A handy list of links from the Division of Financial Affairs to documents, forms, and systems including Procurement, Reporting, and Travel.

[IT Security](#) Resources from Cornell's IT Division for technology best practices and support.

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