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New Employee Welcome (NEW) Onboarding Processes
Updated: September 17, 2024

*Changes as a result of the Learning Management System (LMS) update are expected in 2025

1) Register for NEW Days

NEW Days is the University of Guelph's welcoming to new employees. One day at the beginning of 7 months of the year (excluding January, April, July, August, and December) has been dedicated to connecting new employees to the University environment and giving them a positive start. Various activities and representatives from across campus will share perspectives and important information that will introduce the new employee to the university culture, history, facilities, and various services.

The program is targeted specifically to new employees who are regular, full-time or part-time staff or full-time with an appointment of greater than 6 months. However, any employee that can benefit is welcome to register. Upcoming sessions can be found on the NEW Days - Onboarding Program page.

2) Complete Required and Highly Recommended Trainings

Training and Access Links	Required and Highly Recommended Training	Registration (See Registration Instructions on Page 2)	How to Monitor
U of G Community Census (Previously Diversity Census Matters Survey)	Required	No registration Complete the census	N/A - Anonymous
Accessible Service Provision	Required	Self Registration on CourseLink	Staff downloads certificate of completion/digital badge from CourseLink and shares it/them with their supervisor. Record of completion of trainings are the responsibility of departments and is not held by central HR.
EHS Worker Health and Safety Awareness Training Course (Staff)	Required for non-supervisors	Self Registration on EHS Training Platform	
EHS Supervisor Health and Safety Awareness & Due – Diligence Course (Supervisors)	Required for supervisors	Self Registration on EHS Training Platform	
Sexual Violence Support Module for Faculty and Staff	Required	Self Registration on CourseLink	
GOAL 2.0 Employee and Manager Training	Highly Recommended	Self Registration on CourseLink	
Introduction to Human Rights	Highly Recommended	Self Registration on CourseLink	
Principles of Belonging: Anti-Oppression & Anti-Racism	Highly Recommended	Self Registration on CourseLink	
Positive Space Project	Highly Recommended	Self Registration on CourseLink	
Cyber Security Awareness	Highly Recommended	Self Registration on CourseLink	

Registration Instructions

Upon self-registration, the above courses will be available and delivered through CourseLink.

Instructions for Self Registration - CourseLink

Step 1: Go to https://courselink.uoguelph.ca and login with your Single Sign On credentials.

Step 2: Select "Self-Registration" from the navigation bar located at the top of your CourseLink home page.

Step 3: From the list of self-registration offerings, scroll to the appropriate training module and click on its name. Complete the registration steps as prompted. After self-registering, you will be able to access modules from your CourseLink homepage.

Instructions for Self-Registration - EHS Courses

How to Self-Register for courses that use the EHS Registration Platform

3) Department specific training

Colleges and departments may have specific training. Please check with your supervisor or department administrator to confirm.