



1. Go to www.colorado.edu/umc/employees
2. Click on Diversity Training Completion Form – Online

[Home](#) > [Jobs](#) > UMC Employee Information

UMC Employee Information



Employee Handbooks

- ★ UMC University Staff, Permanent Classified and Temporary Staff Employee Handbook
- ★ UMC Student Employee Handbook

[Staff Positions](#)

[Student Positions](#)

[UMC Employee Information](#)



Trainings for Student Employees and Staff

Calendar of mandatory and optional trainings

Includes:

- ✓ Orientations
- ✓ Diversity, leadership and TIPS trainings
- ✓ Personal and professional development

★ [Diversity Training Completion Form – Online](#)

★ [Diversity Training Completion Form – Word document](#)

3. Enter your name and email and your supervisor's name and email.
Then click "Begin Signing."

University of Colorado Boulder

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Employee

Your Name:

Meagan Gabaldon

Your Email:

meagan.gabaldon@colorado.edu

Please provide information for any other signers needed for this document.

Role:

Supervisor

Name:

Peggy Tucker Ortega

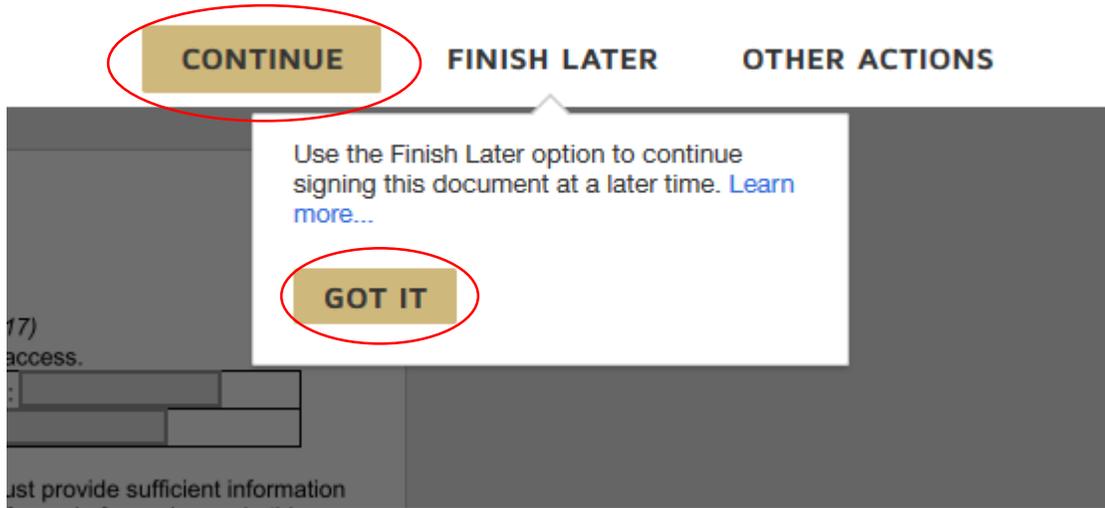
Email:

peggy.tucker@colorado.edu

Begin Signing



- Click "GOT IT" and then click "CONTINUE."



- Fill in the Diversity Training Form fields.

Employee Name Meagan Gabaldon
 UMC Department UMC Administration
 Diversity Session Title Wait Your Turn: Recognizing & Interrupting Sexism
 Session Date 11/20/18

Briefly describe the session you attended:

This training was about...

Describe two new things you learned at this training:

Two new things I learned are...

How will you apply this training in your daily work?

I will apply this training by...

Is there any additional information about this topic that you would like us to share with you?

I think...

What future topics would you like to see? I would like to see...





6. Click "Sign."

What future topics would you like to see?

Employee's Signature:  _____ Date: 1/2/2019

I have talked with my employee about the training he/she attended.

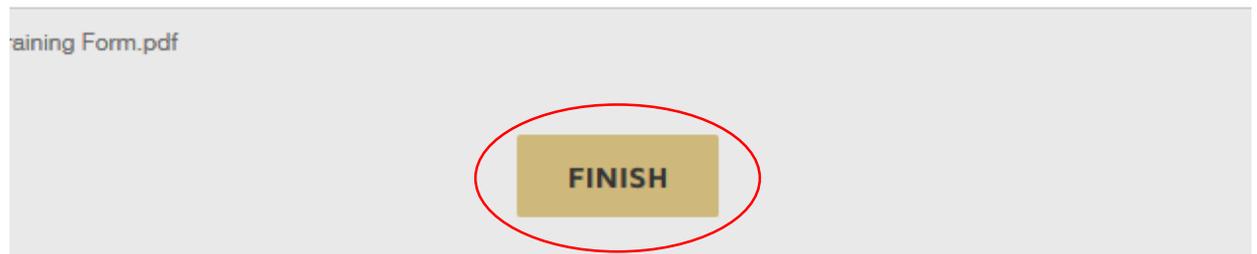
Supervisor's Signature: _____ Date: _____

MUST RETURN COMPLETED FORM WITHIN 30 DAYS TO RECEIVE CREDIT

7. Click "Finish."

MUST RETURN COMPLETED FORM WITHIN 30 DAYS TO RECEIVE CREDIT

revised 11/7/2018



8. This step is now complete. The document will be sent to your supervisor. Your supervisor will have a conversation about this document with you and sign at that time.