**onboarding Checklist**

***Student Employees***

|  |  |
| --- | --- |
| **POSITION INFORMATION** | |
| **New Employee:** |  |
| **Position:** |  |
| **Supervisor:** |  |
| **Start Date:** |  |

*INSTRUCTIONS*: This checklist is provided to assist supervisors in completing the hiring process and orienting new student employees. After a particular topic has been covered, the completion date should be entered in the column to the right of it. The completed checklist can be kept in your departmental files.

|  |  |  |
| --- | --- | --- |
| **HIRING A STUDENT** | | **Completion Date** |
|  | Make a verbal job offer to the candidate and discuss start date. |  |
|  | Complete the [Student Employment Request](https://uwgb.bplogix.net/form.aspx?pid=e6634b2b-e441-4279-8c38-a89adb52152c&formid=112548f4-ab82-4f1f-a808-9ca0725ea0e3&nohome=0&completepageprompt=0&completepage=custom//Redirect.html&completetext=) form in BP Logix. |  |
|  | Student employees will be limited in the number of hours they may work in a week. Have a conversation about any other on-campus employment the student has, making sure your new student employee understands the weekly hours limit as defined by the [Payroll Schedules](http://www.uwgb.edu/human-resources/payroll/payroll-schedules/). |  |

|  |  |  |
| --- | --- | --- |
| **PRE-ARRIVAL** | | **Completion Date** |
|  | Check that the work area is equipped and ready for the new student employee. For a door or desk nameplate, click on “Facilities/Operations Work Order Request Form” on the [Facilities Planning & Management](http://www.uwgb.edu/facilities/) website and follow the instructions. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST DAY** | | **Completion Date** | | |
|  | Introduce new employee to the staff and their roles. Provide the student with a job description. |  | | |
|  | [**DUO Access**](https://uknowit.uwgb.edu/page.php?id=97142) Obtain DUO access. | |  | | |
|  | Explain workflow for the work area, work priorities, phone usage, mail system, supply orders, photocopying, office equipment, and [online Directory](http://www.uwgb.edu/directory/). |  | | |
|  | Inform new employee of work hour/schedule expectations, when to take lunch or breaks, dress code, unit coverage, and who to call in an unexpected absence. |  | | |
|  | Train new employee on [Reporting Hours & Getting Paid](https://www.uwgb.edu/student-employment/getting-started/hours-pay/). |  | | |
|  | Ensure personal information has been completed within the [My UW Portal](http://my.uwgb.edu/) ([**Direct Deposit**](https://uwservice.wisconsin.edu/docs/publications/dd-setup.pdf)**,** [**W-4 Withholding Form**](https://uwservice.wisconsin.edu/docs/publications/pay-update-federal-state-w4.pdf)**,** [**Self-Identification & Emergency Contact**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/Self-ID.pdf?ext=.pdf) **Information**).[Employee Confidentiality Agreement](http://www.uwgb.edu/UWGBCMS/media/hr/forms/EmployeeConfidentialityAgreement.docx?ext=.docx) should be kept in your departmental files. |  | | |
|  | Ensure new employee has completed Section 1 of the I-9 Form within HireRight and completes Section 2 by physically presenting acceptable document(s) with Human Resources. | |  | | |
|  |  |  | | |
| **FIRST WEEK** | | **Completion Date** | | |
|  | Ensure that the new employee reviews the [Student Employment Website](https://www.uwgb.edu/student-employment/). |  | | |
|  | Explain expectations for acceptable performance, how performance is [evaluated](http://www.uwgb.edu/UWGBCMS/media/hr/forms/StudentWorkEvaluation.docx?ext=.docx), and work priorities. |  | | |
|  | Introduce new employee to staff external to the unit with whom they will work. |  | | |
|  | Ensure that the new employee reviews the [Policy On The Reporting Of Suspected Child Abuse and Neglect](http://www.uwgb.edu/UWGBCMS/media/hr/policies/SuspectedChildAbuseandNeglectPolicy(not-signed).pdf?ext=.pdf) (Executive Order 54). |  | | |
|  | Ensure that the new employee completes the Information Security mandatory training. |  | | |
|  | Ensure that the new employee completes any departmental safety training and reviews emergency information at <https://www.uwgb.edu/public-safety/emergency-information/>. |  | | |
| **ONGOING** | | **Completion Date** | | |
|  | Follow up with new employee on any questions or concerns they may have. |  | | |
|  | Schedule training or workshops that will support performance (e.g., [LinkedIn Learning](https://www.uwgb.edu/it/student-resources/linkedin-learning/)) |  | | |
| **NEW EMPLOYEE’S RESPONSIBILITIES** | | | |
| * Contact your supervisor or HR with questions. * Read and understand the University’s policies and procedures. | | | |
| **ORIENTATION PLAN ACKNOWLEDGEMENT** | | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Employee Signature* |  | *Date* |
|  |  |  |
| *Supervisor Signature* |  | *Date* |