# ONBOARDING CHECKLIST

## Student Employees

### POSITION INFORMATION

<table>
<thead>
<tr>
<th>New Employee:</th>
<th>Position:</th>
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<table>
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<tr>
<th>Supervisor:</th>
<th>Start Date:</th>
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**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

- Make a verbal job offer to the candidate and discuss start date.
- Complete the [Student Employment Request](#) 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](#).

### PRE-ARRIVAL

- 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](#) website and follow the instructions.

### FIRST DAY

- Introduce new employee to the staff and their roles. Provide the student with a job description.
- **DUO Access** Obtain DUO access.
- Explain workflow for the work area, work priorities, phone usage, mail system, supply orders, photocopying, office equipment, and online [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](#).
Ensure personal information has been completed within the My UW Portal (Direct Deposit, W-4 Withholding Form, Self-Identification & Emergency Contact Information). Employee Confidentiality Agreement 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**

- Ensure that the new employee reviews the Student Employment Website.
- Explain expectations for acceptable performance, how performance is evaluated, 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 (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**

- 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)

**NEW EMPLOYEE’S RESPONSIBILITIES**

- Contact your supervisor or HR with questions.
- Read and understand the University’s policies and procedures.

**ORIENTATION PLAN ACKNOWLEDGEMENT**

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Employee Signature  
Date

Supervisor Signature  
Date

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