**onboarding Checklist**

***Student Employees***

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

*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.

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| **HIRING A STUDENT** | **Completion Date** |
| **[ ]**  | Make a verbal job offer to the candidate and discuss start date. If the candidate accepts, send candidate the [Employee Self-ID](http://www.uwgb.edu/UWGBCMS/media/hr/forms/Self-ID.pdf?ext=.pdf), [W-4 Withholding Form](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-employee-withholding.pdf?ext=.pdf), [I-9](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf), and [Direct Deposit](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-direct-deposit.pdf?ext=.pdf) forms~~.~~  |  |
| **[ ]**  | Determine if your new student employee needs a [background check](http://www.uwgb.edu/UWGBCMS/media/hr/policies/CriminalBackgroundCheckPolicy.pdf?ext=.pdf). If you would like HR to order a background check, email hr@uwgb.edu with the students name, email address, and budget code to charge the background check.  |  |
| **[ ]**  | Complete the [Student Employment Form](http://www.uwgb.edu/UWGBCMS/media/hr/forms/StudentEmploymentForm.xlsx?ext=.xlsx). Send this form, along with the other completed student forms, to HR. |  |
| **[ ]**  | Complete the [Student Employment Acknowledgement](http://www.uwgb.edu/UWGBCMS/media/hr/forms/StudentEmployeeAcknowledgment.docx?ext=.docx) form, and 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/).  |  |

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| **PRE-ARRIVAL** | **Completion Date** |
| [ ]  | Check that the work area is equipped and ready for new 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. Set up a mailbox or bin in your office for new employee. |  |

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| **FIRST DAY** | **Completion Date** |
| [ ]   | Introduce new employee to the staff and their roles. Provide the student with a job description. |  |
| [ ]   | 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 [time reporting](http://www.uwgb.edu/human-resources/payroll/time-absence-information-%281%29/). Explain [pay schedule](http://www.uwgb.edu/human-resources/payroll/payroll-schedules/) and [direct deposit](http://www.uwgb.edu/human-resources/payroll/direct-deposit/).  |  |
| [ ]   | Ensure paperwork has been submitted to HR ([I-9](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf), [W-4](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-employee-withholding.pdf?ext=.pdf), [Employee Self-Identification](http://www.uwgb.edu/UWGBCMS/media/hr/forms/Self-ID.pdf?ext=.pdf), and [Direct Deposit](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-direct-deposit.pdf?ext=.pdf)). [Employee Confidentiality Agreement](http://www.uwgb.edu/UWGBCMS/media/hr/forms/EmployeeConfidentialityAgreement.docx?ext=.docx) should be kept in your departmental files.  |  |
| **FIRST WEEK** | **Completion Date** |
| [ ]  | Ensure that the new employee reviews the [Student Employment Handbook](http://www.uwgb.edu/UWGBCMS/media/hr/policies/StudentEmploymentHandbook.pdf?ext=.pdf) |  |
| [ ]  | 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 he/she 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%28not-signed%29.pdf?ext=.pdf) (Executive Order 54). |  |
| [ ]  | Ensure that the new employee completes any departmental safety training and reviews emergency information at [www.uwgb.edu/publicsafety/emergency/index.htm](http://www.uwgb.edu/publicsafety/emergency/index.htm). |  |
| **ONGOING** | **Completion Date** |
| [ ]  | Follow up with new employee on any questions or concerns he/she may have.  |  |
| [ ]  | Schedule training or workshops that will support performance (e.g., [CIT workshops](http://www.uwgb.edu/cit/training/))  |  |
| **NEW EMPLOYEE’S RESPONSIBILITIES** |
| * Contact your supervisor or HR with questions.
* Read and understand the University’s policies and procedures.
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| **ORIENTATION PLAN ACKNOWLEDGEMENT** |

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

***This completed checklist can be kept in your departmental files.***