**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](mailto: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-(1)/). 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(not-signed).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. | | |
| **ORIENTATION PLAN ACKNOWLEDGEMENT** | | |

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

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