

Please use the checklist on the following pages as a guide to successfully on-board and train your new student employee. You can adjust as needed depending on the requirements for your department.

Student Employee Information

Student Name:		Start Date:	
Assignment:		Manager:	

Before Student Employee's First Day

- Obtain department approval to hire student employee
- Submit **Job Requisition Form** to Student Employment
- Send **application link** to student (if requisition is not posted to student job board) / Ensure student has applied to the job requisition in Ignite
- During interview/correspondence, discuss any other jobs and commitments the student has and agree upon a work schedule.
- Create job offer for student employee** in Ignite
- Monitor student employee's hiring progress** in Ignite
- Ensure student employee is properly informed of **onboarding requirements**, including the **completion of both sections of the Federal I-9 Form**
- Ensure Federal I-9 Form is completed prior to the student's first shift.
- Prepare the student's work area with office supplies, space for them to work, and a safe storage area for their personal belongings
- Order items or equipment that will be needed for the student to succeed, such as uniforms, office keys, telephone lines, etc.
- Add employee to work group notifications, Teams channels, BOX accounts as needed.
- Establish building/door access by card-swipe or thumb print.
- Send a message of introduction to coworkers so they know the student will be joining your team and can prepare to meet them.
- Send a message to the student instructing them when and where they should arrive and who will greet them on their first day.
- Create a training plan for your student employee. Assign responsible and knowledgeable person(s) to help enact this plan, possibly including a model student employee in the same role.

On the Student Employee's First Day

- Give the student a tour of the office, including their workspace, kitchen or break areas, restrooms, printers/copiers, extra supplies, where you are located, and any other important locations they may need to know about.
- Provide any guidelines, instructions, or manuals that apply to the student's position, so they have a reference guide for how to do the basic tasks required of them.
- Review dress code (remember Spirit Fridays!)
- Share any other office-specific rules or expectations.

Review safety and security measures for the office, including any emergency protocols or evacuation procedures.

Explain the mission or goals of your department, including why the work you do is necessary and important to the university and the larger community.

Ensure you schedule a time for growth and development by discussing performance expectations and give them a blank copy of your area's student employee's performance review. [Here](#) is a sample.

Have the student log into Ignite and complete the four Ignite **Day 1 Tasks**, such as the Direct Deposit and W-4 Form in the Journeys tile.

Establish **Timecard expectations** and instruction (**WebClock** vs. **Biweekly Timecard**).

Introduce student to the **Ignite Student FAQs** for Ignite questions and troubleshooting.

Give student contact information of those who they will be working with and include Student Employment contact information.

During the Student Employee's First Month

Set up regular check-in meetings with the student to ensure they feel comfortable with their new job duties, environment, and coworkers. Let the student know they are encouraged to ask as many questions as needed so they can learn their responsibilities and succeed in their new position.

Address any issues that arise promptly. It is easier to take corrective action for a behavior or misunderstanding sooner rather than later.

Throughout the Student Employee's Employment

Monitor the student employee's timecard submissions.

Complete the monthly timecard certification in Journeys (assigned monthly).

Set up periodic check-ins with the student to ensure their continued comfort and success with their position. Give feedback on student's job performance and suggest areas for improvement.

Whenever appropriate, include the student on things like staff discussions, meetings, and decision making to help the student feel like a part of the team.

Keep open lines of communication regarding student's scheduling needs, including time off or reduced hours during school breaks or exam times. Remember, student employees are students first.