

Student Worker Supervisor's Onboarding Checklist

Before the Start Date

Work Schedule and Job Duties

- Submit a Background Check Authorization Form to HR (if applicable)
- Complete Student Worker Authorization form.
- Notify supervisor employee is eligible to work if background check comes back clear (if applicable) **(HR)**
- Notify student the background check came back clear and they are eligible to work (if applicable)
- Give the student a New Student Employee Handbook- obtain from HR, have them complete it and turn in their back
- Student Worker will receive email from HR, letting them know that they are eligible for work. This email is populated overnight from the day it was turned into HR **(HR)**
- Communicate with the student the department expectations, attire information and work schedule.
- Communicate the hours a week a student is allowed to work and expectations that the student is responsible for keeping track of those hours and to inform the supervisor if their hours are going over

First Day of Work

- Set up a training schedule with the new student worker on how to do their job assigned
- Introduce student worker to key employees in the department
- Give the student a department tour of where things are located and any other helpful tips in the department

First 30 days of work

- Conduct a 30 day review of how the student is doing in their position- Provide feedback to the student employee that would be helpful to them for future.
- Communicate departmental information about semester break expectations if applicable