# New Student Staff Onboarding Checklist

## Pre-Start

### Hiring Paperwork Through Student Employment

- Offer the student the position, send offer letter
- **FWS Only** - Collect the student’s Employment Authorization Form (EAF)
- Collect the student’s offer letter
- Submit background screening request to the department’s HR Client Partner
  - Let the student know to expect an email from Sterling
  - Background screening must be completed before submitting the hire request.
- Submit hire request using the Online Student Hire Application (OSHA)
  - The “Start Date” should be the anticipated day the student will begin working, remember to allow enough time to process the hire request and I-9 Form completion.
  - **FWS Only** - Attach a scanned copy of the EAF form.
  - “I-9 Status” - “Valid,” the student has an I-9 on file and does not need to complete a new form
  - “I-9 Status” - “Invalid,” the student and supervisor will receive an email explaining the I-9 process. By law the student has three days from the start date to complete the I-9 form with the Student Employment. Continue with the online hire request.
  - Do not allow the student to start working until you receive notification from “Oracle Systems” that the hire is complete.

## Department Preparations

- Identify workstation location
- Obtain technology access and accounts. Establish telephone extension and voicemail
- Determine the need for computer equipment, keys, files, and office supplies (name tags)
- Send welcome notice/email to office members

## Start

- Introduce to office staff, tour the office space
- Give the name and contact information for immediate supervisor plus a backup, and the department’s timekeeper
- Explain/Demonstrate:
  - Computer/internet access/technology access
  - Telephone number/settings/ voicemail
  - Greet customers
- Give overview on office functions & goals
- Review position responsibilities and expectations on completing work assignments
- Review policy and procedures:
  - Dress Code
  - Equipment Usage
  - Using personal electronic devices at work
  - Expectations during down time, is it okay to do homework on the job?
  - Scheduled Hours
  - Breaks and Leave (How to call in when sick and requesting time off)
  - Conflict Resolution
  - Disciplinary Actions
  - Emergency Procedures
  - Reporting Hours and Payroll (How to clock in and out, and where to pick up pay checks)
- Set semester goals
- Complete Online FERPA training via Skillport