## 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