



## ONBOARDING CHECKLIST FOR STUDENT EMPLOYEES

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.

### Before the student's first day:

- Ensure that you have received a cleared background check from TCI - **remember, if you have not yet received that notification, the student has not yet been hired and is not authorized to begin working.**
- Enter your student's information into an E-form to add their assignment. This generates their staff email address and ensures their time can be entered for payroll. (If your student is work-study eligible, make sure you collect their work-study eligibility form and attach it to the E-form.)
- Ensure your student employee is scheduled for a paperwork session with TCI. **It is required by law that paperwork is completed within the first three days of working.**
- Determine (with input from the student) their work schedule. Make sure your department's timekeeper is aware of the new student employee and give them a copy of the schedule.
- 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. Please note, if a uniform is required in your workplace, your department is required to pay for it.
- 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'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.
- Provide any department or institutional policies that the student will be expected to follow to the student in **written** format. Potential subjects include: dress code, computer usage, cell phone usage, listening to music, eating, procedure for visitors / guests, confidentiality of sensitive information, procedure for calling in sick or notifying the office of a planned absence. Here is a sample [Student Employee Manual](#) that your department may use.
- 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. Performance reviews are required for work-study student employees per federal guidelines. Here is a sample [performance review](#)



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that your department may use.

- Introduce the student to their direct colleagues and any other campus colleagues they will be in touch with often. Ensure you provide contact information if needed.
- Review safety and security measures for the office, including any emergency protocols or evacuation plans.

### During the student'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.
- Make sure you student has completed their employee compliance training. This is usually due within the first two to four weeks of employment.

### Ongoing throughout the student's employment:

- 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. A good practice is a 2-4-6 week check in or 30-60-90 day check in for new student employees to discuss their job responsibilities. Formal performance reviews also give students tangible feedback and provide justification for pay increases.
- 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.