

Onboarding for Student Employees

Supervisors and those who direct the work of student employees have a unique opportunity to make their new students' initial workplace experience a positive one. A little planning will make for a welcoming and professional first day.

The first day is the ideal time to capitalize on students' excitement about being hired and their genuine desire to be successful. It is the perfect time for Supervisors to follow a planned orientation to be sure to cover important topics, to set the tone for effective ongoing communication and to clarify position and overall department expectations.

The following can be used as a checklist for your student employee's first day:

University Introduction

- Give a warm welcome and try to reduce any nervousness the new employee may feel.
- Express your enthusiasm for hiring your new employee and review the agenda for the first day.
- Have the new student employee complete all the necessary new hire paperwork for HR, payroll and the department.
- Review all relevant University policies and procedures. Highlight the policies that are critical for new student employees to understand and where they will have liability if in non-compliance.

Department Introduction

- Provide a big picture view of the work of the department or unit including the mission, objectives and accomplishments. Let new student employees know how their work will connect with the overall mission. Share organizational charts if available.
- Review specific department rules and procedures including proper attire for the office, attendance, punctuality and confidentiality rules.
- Provide a tour of the work area including offices and work spaces, restrooms, lunch and break areas, kitchen, work room, supplies, emergency exits, etc.
- Review appropriate use of equipment in the department including computer, telephone, fax, photo copier, etc.
- Review emergency procedures for rapid evacuation of the building.
- Introduce new student employees to other staff members.
- Set up access such as relevant office keys, relevant computer accounts and applicable departmental system drives, etc.

Position Introduction

- Review the position description
- Set up work schedules and breaks.
- Demonstrate and discuss procedures for tracking the student's time, including signing/clocking in and out.
- Review procedures for notifying the department in cases of absence, lateness, or planning and requesting days off.
- Discuss training for job duties and any safety training needed for physical tasks such as heavy lifting, using mechanical equipment, working with hazardous materials like chemicals.
- If appropriate have student complete the confidentiality statement and return it to Human Resources.