ONBOARDING CHECKLIST
Student Employees

POSITION INFORMATION

New Employee:

Position:

Supervisor:

Start Date:

INSTRUCTIONS: This checklist is provided to assist supervisors in completing the hiring process and orienting new student employees. After a particular topic has been covered, the completion date should be entered in the column to the right of it. The completed checklist can be kept in your departmental files.

HIRING A STUDENT	Completion Date

☐ Make a verbal job offer to the candidate and discuss start date.

☐ Complete the Student Employment Request form in BP Logix.

☐ Student employees will be limited in the number of hours they may work in a week. Have a conversation about any other on-campus employment the student has, making sure your new student employee understands the weekly hours limit as defined by the Payroll Schedules.

PRE-ARRIVAL	Completion Date

☐ Check that the work area is equipped and ready for the new student employee. For a door or desk nameplate, click on "Facilities/Operations Work Order Request Form" on the Facilities Planning & Management website and follow the instructions.

FIRST DAY	Completion Date

☐ Introduce new employee to the staff and their roles. Provide the student with a job description.

☐ **DUO Access** Obtain DUO access.

☐ Explain workflow for the work area, work priorities, phone usage, mail system, supply orders, photocopying, office equipment, and online Directory.

☐ Inform new employee of work hour/schedule expectations, when to take lunch or breaks, dress code, unit coverage, and who to call in an unexpected absence.

☐ Train new employee on Reporting Hours & Getting Paid.

☐ Ensure personal information has been completed within the [My UW Portal](#) (**Direct Deposit, W-4 Withholding Form**, **Self-Identification & Emergency Contact Information**).[Employee Confidentiality Agreement](#) should be kept in your departmental files.

☐ Ensure new employee has completed Section 1 of the I-9 Form within HireRight and completes Section 2 by physically presenting acceptable document(s) with Human Resources.

FIRST WEEK	Completion Date
☐ Ensure that the new employee reviews the [Student Employment Website](#).	
☐ Explain expectations for acceptable performance, how performance is [evaluated](#), and work priorities.	
☐ Introduce new employee to staff external to the unit with whom they will work.	
☐ Ensure that the new employee reviews the [Policy On The Reporting Of Suspected Child Abuse and Neglect](#) (Executive Order 54).	
☐ Ensure that the new employee completes the Information Security mandatory training.	
☐ Ensure that the new employee completes any departmental safety training and reviews emergency information at https://www.uwgb.edu/public-safety/emergency-information/.	

ONGOING	Completion Date
☐ Follow up with new employee on any questions or concerns they may have.	
☐ Schedule training or workshops that will support performance (e.g., [LinkedIn Learning](#))	

NEW EMPLOYEE'S RESPONSIBILITIES

- Contact your supervisor or HR with questions.
- Read and understand the University's policies and procedures.

ORIENTATION PLAN ACKNOWLEDGEMENT

_____   _____
Employee Signature   *Date*

_____   _____
Supervisor Signature   *Date*