

Hiring Leader's Checklist – Student Employees

As soon as the candidate accepts

- Confirm that you have moved your student employee to “Student Hired” in Workable. Connect with your [Business Partner](#) to let them know you have moved the student employee to “Student Hired”.

1-2 weeks before new employee starts

- Ensure your new student employee knows their start date and the details of their first shift.
- Email your new student employee to welcome them and let them know what time to arrive, where to go, and the expected dress.
- Advise department members of the new student employee's start date. Give information regarding the person and the responsibilities assigned, so that co-workers can make the person feel welcome.
- Arrange your schedule to have time to spend orienting and training your new student employee.

On the new employee's first day

- Make sure you will be at work before the person arrives and give a warm personal welcome.
- Bring your student employee to HR to complete necessary employment paperwork if not already complete. **Verify that your new employee has completed their I9 to avoid interruption in their work schedule.**
- Review job description and schedule.
- Explain the time reporting procedure. Make sure the person understands time worked should be accurately recorded and certified by you. Stress the importance of reliable attendance and being on time.
- Remind them that student employees are limited to working no more than 20 hours per week in on campus jobs during the academic year (this includes exam periods). The only exception is when there is a full week when school is not in session.
- Show them how to log in to Oracle and complete their onboarding checklist and required training if they have not already.
- Review security and safety measures.
- Introduce the person to other members of the department. Perhaps give a list of names and titles as an aid in learning names.
- Show desk or workplace, supply area, and equipment or other items related to the job.
- If the student employee will have access to confidential information, print the Confidentiality Agreement available [here](#). Have the employee review the agreement, sign, and witness the employee signature. [Upload the document to “Document of Record” in Oracle.](#)