Hiring Manager Onboarding Checklist
~ Student Employees ~

Once Candidate Accepts the Position

- ☐ Complete the "Hiring Details" fields in Workable - students **cannot** be hired if left blank
  - Start date - future Monday from the day you are filling it out
  - Who will approve this student's time card
- ☐ Move the candidate to "Student Hired"
- ☐ You and the candidate will receive confirmation emails from Staffing Services

Once Candidate Has Been Hired

- ☐ Communicate with candidate:
  - Start date
  - Shift length
  - When to arrive
  - Where to go
- ☐ Inform other employees of new person joining the team
- ☐ Set aside time in your schedule for orientation & job training on their first day

Documentation

- ☐ Verify that your new student worker has completed their I-9.
  - Students who have not completed their I-9:
    - They have 3 days from their first day of work to come to HR and get that done.
  - Students who have completed an I-9 with HR will not need to do this more than once.

Orientation & Role Specific Training

- ☐ Review:
  - Job responsibilities
  - Work schedule
  - Team introductions
  - How to enter time worked in Oracle HCM
  - Team norms
  - Safety training (if applicable)

- ☐ If accessing confidential information:
  - Print the Confidentiality Agreement. Have the student employee review & sign with a witness. Upload the document to "Document of Record" in Oracle HCM.