

Student Employment Onboarding Checklist



STUDENT EMPLOYEE INFORMATION

Student Name:	Start date:
Position:	Supervisor:

BEFORE STUDENT STARTS WORKING

- Review the employment authorization email from seo1@iit.edu stating that the student may begin work
It is illegal for students to start to work before submitting the required hiring paperwork; do not ask students to start working before receiving authorization from Student Employment.
- Send an email to department employees introducing the new student employee

FIRST WEEK ON EMPLOYMENT

Logistics

- Review job description; go over any goals and expected outcomes
Review the **Student Employment Handbook** with the student within one week of employment (preferably first day)
Establish daily work schedule and midterm/final exams schedules
 - o Ensure that the required work hours do not conflict with the student's classes
 - o Verify that the student is not working more than 20 hours per week each semester or 40 hours during intersessions. This includes any hours from another on-campus job
- Review the **confidentiality statement** within office context; the student will have already signed it
- Explain appropriate dress code for department
- Create schedule for performance reviews
- Provide student with specific job training

Big Picture

- Explain department mission, organizational structure, and staff roles
- Explain the new student employee's role in the department and who they should contact for various issues
- Make introductions and tour department facilities, restrooms, supply cabinet, copy machines, etc.
- Go over the building evacuation and other safety procedures

Reporting Hours and Completing Timesheets

- Walk through timesheet submission and payment process (in Student Employment Handbook)
- Go over late timesheet processes
- Confer about lunch duration, mandatory breaks, and how to record them on the timesheet (see handbook)
- Discuss preferred method of notification when student is absent or late
- Describe the process for reporting absences
- Answer any questions student may have

LAST WEEK OF EMPLOYMENT

- Complete performance review** - the paper form and accompanying in-person meeting (see the SEO website)
- Terminate computer access and accounts (network access, login information, etc.)
- Collect keys (building/office access), office supplies, and other Illinois Tech property
- Have the student complete the exit survey in the SEO
- Submit a termination Payroll/Personnel Authorization (PA)