Student Employment Onboarding Checklist

STUDENT EMPLOYEE INFORMATION

<table>
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<tr>
<th>Student Name:</th>
<th>Start date:</th>
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<th>Position:</th>
<th>Supervisor:</th>
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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)