



## Student Employee Onboarding Checklist

This checklist is designed to assist with onboarding new student employees. This process is intended to orient the student employee to understand department policies, procedures, values, mission and the requirements of the position. Labs may include additional items that are pertinent to their individual area.

**Note that the supervisor is responsible to ensure the onboarding process has been completed in a timely fashion.**

**Student Employee Name (please print):** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

Quick List	Details
Seating Location	Identify location, chair, workstation, and phone
Prepare Departmental Welcome Packet	Prepare a <u>Welcome Packet</u> to review with the student employee on first day of employment. <u>Required materials:</u> <ul style="list-style-type: none"> <li>• <a href="#">Student Employment Manual</a></li> <li>• <a href="#">Time due dates</a></li> <li>• Department procedure for submitting time sheet</li> <li>• <a href="#">General Conditions of Employment</a> <ul style="list-style-type: none"> <li>○ <a href="#">Anti-Discrimination</a></li> <li>○ <a href="#">Drug and Alcohol Policy</a></li> <li>○ <a href="#">Relationship Violence and Sexual Harassment</a></li> </ul> </li> <li>• <a href="#">Rules Governing Personal Conduct of Employees</a></li> <li>• <a href="#">Student Employee Responsibilities</a></li> <li>• Building-specific emergency response procedure</li> <li>• <a href="#">Direct deposit</a></li> <li>• <a href="#">Institutional Data Policy</a></li> </ul>
ARM - System Access/Campus AD (if applicable)	Complete the MSU Access Request Memo ( <a href="#">eARM</a> ) requesting system access for the student employee.
Supervisor/Student meeting	Meet with the student employee to review the following: <u>Required:</u> <ul style="list-style-type: none"> <li>• Review information packet</li> <li>• Review job responsibilities, <a href="#">job description and job title</a></li> <li>• Review dress policy, breaks, illness reporting for department</li> </ul> <u>Optional:</u> <ul style="list-style-type: none"> <li>• <a href="#">FERPA</a></li> <li>• <a href="#">HIPAA</a></li> </ul>
Building Access	Complete the form (Copy from Business Office) for room access. (Submit Business Office).
Supervisor/Student Employee Meetings	<a href="#">Regularly reinforce job expectations and performance.</a>