New Student Employee Checklist

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>Start date: ___________________________</th>
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<tbody>
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<td>Position: ______________________________</td>
<td>Manager: _______________________________</td>
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**BEFORE THE EMPLOYEE’S FIRST DAY**

- [ ] Contact the employee to make sure they are still planning to work in the position offered. Confirm start date, work/school schedule and attire expectations.
- [ ] Complete the Work-Study/Regular Work Authorization Form with the new employee.
- [ ] Ask if the student has worked on campus previously (in any department).
  - [ ] If the student has previously worked on campus, they do not need to complete new hire paperwork.
  - [ ] If they have not worked on campus, they will need to complete new hire paperwork. Advise them that they will need to bring I.D. for the I-9 form, as well as their social security card.
- [ ] Have the student submit their completed Work-Study/Regular Work Authorization Form to the Student Employment Office.

**ON THE EMPLOYEE’S FIRST DAY**

- [ ] Introduce the new employee to everyone they will work with.
- [ ] Give the employee a tour of the new work environment.
- [ ] Have the employee complete the Child Abuse and Neglect Mandatory Reporter Training and the Title IX training, as well as the FERPA training if necessary for your department.
- [ ] Show the employee how to use the web clock, as well as where to view their paystub.
- [ ] Review position description and expectations of the new employee.
- [ ] Provide/review any additional training on technology or other equipment the employee will use while they are working.

**AFTER THE EMPLOYEE’S FIRST 30 DAYS (OPTIONAL)**

- [ ] Meet with the employee, and check to see how their first month has gone. Review if they have been meeting, or exceeding, standards set forth in the job description.

*If you have further questions that are not covered in this checklist, please contact the Student Employment Office at 608.342.1174 or studentemployment@uwplatt.edu.*