



THE SUPERVISOR'S GUIDE

TO ONBOARDING AND LEADING STUDENT EMPLOYEES



A student employee is just that, a student (who we are coaching, mentoring, guiding, and teaching to prepare them for their future full-time job) and an employee (who needs to be held accountable to the expectations you outline for them, the compliance standards of the university, and the overall ethical behavior we expect from all our employees.)

PREP PRIOR TO FIRST DAY:

Clean, stocked workspace

List of expectations

First day itinerary

Prepare ePAF

Set up computer/IT (if possible)

Secure a safe place to store personal items

Send email with first day itinerary (including dress code and student employee onboarding guide)

FIRST DAY:

Welcome the new student employee when they arrive

Plan to spend a few minutes getting to know your new student employee at the beginning of their work day

Ensure I-9 paperwork is completed

Ensure ePAF is completed

Create work schedule together, considering their class schedule

Go through a tentative first week itinerary

Tour the office or worksite including break rooms, storage areas, etc.

Review office and other worksite equipment

Introduction to each staff member

Discuss time clock procedures

Discuss list of expectations (including being to work on time, being present on the job, complying with all university O.P.s and completing compliance training)

Explain the TTU mission, the department mission and how their job fits with these

Explain list of duties

Review dress code

Explain procedure for sick days

Review emergency procedures for the building i.e. fire, hazardous weather, active shooter



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FIRST WEEK:

- Complete compliance training
 - EEO, Title IX, Clery, and Ethics
 - FERPA
 - Cybersecurity
 - Safety Awareness
- Complete department specific training
- Schedule 30-day review
- If your department has a student employee manual, review this together
- Introduce to people in other departments they will work with
- Explain any departmental or university acronyms that apply to their work

FIRST MONTH:

- Ensure compliance training has been completed (this MUST be completed within the first 30 days)
- Continue to be available for questions
- Assign a project (if your work lends itself to this) with specific instructions, expectations and deadlines
- Review a sample evaluation so the student employee can see what they will be evaluated on
- Discuss what the student employee hopes to learn from their job
- Set goals for professional development

ONGOING:

- Provide recognition and constructive feedback regularly
- Address issues and concerns promptly
- Include student employees in meetings, appointments, and events when appropriate
- Set regular check-in meetings (good practice is to touch base at least once a week and then do 30, 60, 90 day check-ins)
- Have them complete a self-evaluation
- Schedule and conduct 6-month (or end of the semester) evaluation
- Keep a folder with all student employee paperwork, signed list of expectations, record of recognition and feedback, corrective actions, evaluations, etc.
- Discuss continued employment plans (next semester, summer, next year)
- Schedule and conduct 1 year (or end of the semester) evaluation