



STUDENT EMPLOYEE

ONBOARDING GUIDE



We are excited you are starting your student employment journey at Texas Tech. Your first few days will be filled with new experiences from meeting people to learning new processes. Starting a new student job, although exciting, can also be overwhelming. To help make your transition to a student job successful, we created this guide to ensure you have the information you need.

PREP PRIOR TO FIRST DAY:

- Know the location of office within building
- Know what hours you will work on the first day
- Dress according to the dress code for your position

FIRST DAY:

- Ensure I-9 paperwork is completed
- Create work schedule with supervisor
- Go through a tentative first week itinerary
- Tour the office or worksite including break rooms, storage areas, etc.
- Review office and worksite equipment
- Introduction to each staff member
- Learn time clock procedures
- Receive 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)
- Learn the TTU mission, the department mission and how these fit with your job
- Receive a list of duties
- Review dress code with supervisor
- Learn procedure for sick days
- Learn emergency procedures for the building i.e. fire, hazardous weather, active shooter

FIRST WEEK:

- Complete compliance training
 - EEO, Title IX, Clery, and Ethics
 - FERPA
 - Cybersecurity
 - Safety Awareness
- Complete department specific training
- Review student employee manual (if your department has one)
- Meet people in other departments you will work with
- Learn any departmental or university acronyms that apply to your job

FIRST MONTH:

- Ensure compliance training has been completed (this MUST be completed within the first 30 days)
- Ask questions as needed
- Review a sample evaluation with your supervisor so you can see what you will be evaluated on
- Set goals for professional development (what kinds of things are you hoping to learn from this job)

ONGOING:

- Ask for feedback
- Develop professional relationships with your co-workers
- Complete a self-evaluation (after 6 months or first semester)
- Complete a self-evaluation (after a year or second semester)
- Discuss continued employment plans (next semester, summer, next year)