

Student Employment New Hire Checklist

PRIOR TO HIRE:

- ☐ Review position description, create job posting in jobs.messiah.edu and review applicants.
- ☐ Confirm that the student is currently enrolled as an undergraduate student at Messiah University on at least a half-time basis.
- ☐ Ask if the student had another campus job immediately prior to this assignment and, if so, why the student is changing jobs.
- ☐ If a mid-semester job change is taking place, first secure permission from the student's current supervisor and the Student Employment Coordinator.

BEFORE FIRST DAY:

- ☐ Complete and submit the Hiring Proposal via the jobs.messiah.edu system.
- ☐ If the student is new to student employment/has not worked on campus previously, instruct the student on the process/requirements for completing the I-9 Form.
- ☐ If the student is being hired in to a position for which background checks are required, instruct the student on the process for obtaining background check clearances.
- ☐ Do not allow the student to begin working until you receive confirmation from the Student Employment Office that the I-9 Form and background checks (if applicable) are complete. Additionally, if the student is under the age of 18, a work permit is required prior to starting employment.
- ☐ Instruct the student to complete their onboarding checklist.
- ☐ Work with the student to determine an acceptable work schedule.
- ☐ Discuss dress code and distribute uniform (if applicable)
- ☐ Set up any necessary computer, copier, etc. accesses needed (if applicable)

FIRST DAY:

- ☐ Warmly welcome your new employee
- ☐ Tour the employee's assigned work place and building, introducing the new employee to co-workers
- ☐ Point out restrooms, refreshment, and break areas
- ☐ Complete the I-9 Form with the student (if applicable) or confirm completion previously.
- ☐ Review job description, duties, & expectations with new employee
- ☐ If the student's job duties include handling confidential information, review the University's Commitment to Confidentiality with them and have them sign the confidentiality agreement form
- ☐ Review department's organizational chart and explain its relationship to the University

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- ☐ Explain timesheet procedures

WITHIN FIRST WEEK:

- ☐ Ensure that the student completes their onboarding checklist
- ☐ Review student employee responsibilities as outlined in the Student Employment Handbook, the Student Employment website, and any relevant department policy/procedure manuals. Provide the opportunity for the student employee to ask questions.
- ☐ Review department specific policies and procedures with respect to:
- Working hours
 - Confidentiality
 - Discuss department customer service philosophy
 - Telephone, email use
 - Tardiness or absences
 - Office organization (files, supplies, etc.)
 - Office resources (directories, manuals, staff listing, MSDS)
 - Safety issues
 - Discuss performance standards, establish goals and discuss expectations
 - Department policies
- ☐ Review the Safety, Health, & Environmental Training List (if applicable)

AFTER FIRST STUDENT PAYROLL:

- ☐ View student employee information on self-service and report any errors to Payroll
- ☐ Monitor the # of hours worked by the student employee to ensure the student does not exceed their Federal Work Study allocation (if applicable).
- ☐ Communicate any changes in employment status to the Student Employment Office via the appropriate 'Termination/Resignation' Form or 'Student Employment Change Form'.