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.

☐ 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 College’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 College

☐ Explain timesheet procedures
Student Employment
New Hire Checklist

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’.