**New Student Employee Checklist**

All students must fill out the proper new hire paperwork with Payroll prior to employment. Once completed, department supervisors must review with their new student employees the following topics (policies, procedures, guidelines) as part of their new hire training. **This training must be paid. Supervisors**: For auditing purposes, this form must be maintained in the student’s employment file with the appropriate signatures acknowledging the completion of this training. Thank you.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student CWID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring Process Checklist**

**Confidentiality**

\_\_\_\_Reviewed confidentiality issues related to job.

**Verification**

\_\_\_\_Verified eligibility for Federal Work Study (FWS), if student is a FWS student.

\_\_\_\_Verified academic standing (Supervisor)

\_\_\_\_Discussed academic eligibility requirements for the position

**Background Check**

\_\_\_\_Determine whether your position will require a background check, if so, make sure to state it in your posting

\_\_\_\_Contact Campus Police to set-up background check(s) for your candidate(s)

**CMS**

\_\_\_\_Entered student into CMS

\_\_\_\_Printed out confirmation ticket

\_\_\_\_Sent ticket over to Financial Aid, if student is a FWS student

**Payroll**

\_\_\_\_Sent confirmation ticket to Payroll and received confirmation e-mail that student is ready to work.

\_\_\_\_If the student has never worked on-campus, or has not worked on-campus in the last 12 months, the student went to Payroll to sign all the paperwork.

\_\_\_\_When will student get paid.

\_\_\_\_Where will student pick up their paycheck.

**First Day of Work Checklist**

**Tour:**

\_\_\_\_Bathrooms

\_\_\_\_Where to put coats and books

\_\_\_\_Where extra supplies are kept

\_\_\_\_Introduce to faculty/staff

\_\_\_\_Offices that are in the department

\_\_\_\_Location of fax machine and copy machine

**Phones:**

\_\_\_\_How to transfer calls

\_\_\_\_Taking messages

\_\_\_\_Phone etiquette

\_\_\_\_Important numbers

\_\_\_\_Personal cell phone usage

**Computers:**

\_\_\_\_Log on

\_\_\_\_What programs are used the most

\_\_\_\_Office usages policies (i.e., can students check their e-mail, do homework, surf the net?)

**Office Etiquette**:

\_\_\_\_Dress Attire

\_\_\_\_Reporting Time Worked

\_\_\_\_Daily duties

\_\_\_\_Relaying information to coworkers

\_\_\_\_Visitors policy (can friends stop by?)

\_\_\_\_Punctuality (call in procedures)

\_\_\_\_Taking Breaks/Lunch (and understanding the policy)

\_\_\_\_Requesting time off (vacation, doctor appointment, rescheduling work hours due to exams)

**Mandatory New Student Employee Training (online via LeanerWeb)**

\*New students hires should be allowed time to complete all mandatory training their first day of employment.

\_\_\_\_Confidentiality Training

\_\_\_\_Discuss department confidentiality procedures

* Discuss department’s expectations when handling confidential information and documents (i.e. shredding info vs. throwing away, locking computer, etc.) You can refer to section 11 of the Employer’s Manual for more information.
* Review what documentation/information is considered confidential.

\_\_\_\_New Student Employee Orientation

\_\_\_\_Sexual Harassment Prevention

* Review CSUF policies.

\_\_\_\_University General Safety Training (please note that students employees funded by the state are covered by worker’s compensation insurance during their working hours)

\_\_\_\_Discuss department’s emergency procedures.

* Location of first aid kit
* Location of fire extinguishers
* Location of Emergency Exits
* Emergency Procedures

**I acknowledge that the above topics have been adequately discussed and that job expectations have been clearly communicated. I understand that failure to complete the mandatory training may result in suspension or termination of employment.**

**Student Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Employee’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please keep this document in your departmental employee file.