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’ 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

CMS
___Entered student into CMS
___Printed out confirmation ticket
___Sent ticket over to Financial Aid, if student is on Federal Work Study

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)

Mandatory New Student Employee Training (online via LearnerWeb)

*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
  - 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: ________________________

Supervisor’s Name: ________________________
Supervisor’s Signature: ________________________
Date: ________________________