

Supervisor Onboarding Checklist

This checklist is designed to supervisor through the process of hiring a student and onboarding a student to the department. It serves as a structure for communicating all relevant college and department-specific policies, administrative procedures and position responsibilities.

First Day of Work

1. Supervisor Meeting –
 - a. Go over job description and responsibilities
 - b. Introduce Time Clock Plus (TCP) and proper time reporting
 - c. Discuss dress code for the office/job
 - d. Discuss homework policy and cell phone use policy
 - e. Go over Environmental Health and Safety Training (if applicable)
 - f. Discuss process for missing a shift (communication or other)
 - g. Discuss FERPA
 - h. Sign Confidentiality Agreement (if appropriate)

Two Week Check-In

Informal meeting with student to see how things are going. This is especially important for first year students.

Focus on the overall health and happiness of the student rather than focused on job performance.

Briefly discuss job: performance, confusion regarding tasks, any other general questions.

One Month Check –In

Again, informal meeting to discuss how things are going.

Focus should be on both the person and the job

Any signs of concern should be reported to Student Employment Coordinator or Dean of Students (through Student of Concern Form)

End of First Semester - Check-In

1. Supervisor Meeting – more formal than check-in's
 - a. Discuss performance
 - b. Discuss Job satisfaction
 - c. Confirm student will continue in job for the second semester
 - d. Discuss Time commitment (too many hours, I'm overwhelmed – I would like to work more hours if possible)

Two Weeks before Start of Second Semester

1. Review list of employees
2. Inform HR – Student Employment Coordinator of any changes to staff.
 - a. Student is no longer working for department
 - b. Student is still working, but will have a NEW supervisor for second semester.
 - c. Student is studying abroad for the semester
 - d. Student is changing jobs

Four - Six Weeks before end of Second Semester

In mid-April a Qualtrics Survey is sent to both students and supervisors.

- Set up year-end review to discuss performance.
- Determine if student will be returning to your department or looking for new job. This will be critical as you plan for student coverage the following school year.
- Submit survey to HR for all students.