

Interactive Student Employment Checklists

Supervisor and New Hire Checklist Packet

For the Administrative Assistant II supporting the College of Liberal Arts departments.

Use this fillable checklist packet with the supervisor manual. It is designed for practical use during hiring, onboarding, training, and offboarding. Confirm current HR requirements each semester. A student may not begin work until HR confirms in writing that the student is cleared.

Student Worker Limits

- ☐ History: 2 student workers
- ☐ Political Science: 1 student worker
- ☐ English: 1 student worker
- ☐ Sociology/Criminal Justice: 1 student worker
- ☐ Maximum: 8 hours per week per student
- ☐ Eligibility: work-study eligible only, verified against HR list

Packet Contents

- ☐ Hiring checklist for the Administrative Assistant II
- ☐ Student new hire clearance and orientation checklist
- ☐ First week training checklist
- ☐ Student work expectations acknowledgement
- ☐ Faculty and adjunct hire support checklist
- ☐ Offboarding checklist

Student Worker Hiring Checklist

Before Reviewing Applicants

- ☐ Confirm approved number of student workers by department.
- ☐ Ask HR when the job ad will be posted.
- ☐ Ask HR where applicants can be viewed in Workday.
- ☐ Request current work-study eligibility list from HR.
- ☐ Start the process 1-2 weeks before classes begin.

Applicant Review and Interview

- ☐ Search open requisitions/acquisitions in Workday.
- ☐ Review applicants for reliability, communication, schedule fit, and willingness to learn.
- ☐ Check candidate name against HR work-study eligibility list before interview.
- ☐ Complete phone screen if useful.
- ☐ Schedule Zoom or in-person second interview.
- ☐ Use the same core questions for each candidate.
- ☐ Keep notes focused on job-related qualifications.
- ☐ Do not ask protected personal questions.

Selection and HR Submission

- ☐ Select student worker candidate.
- ☐ Complete current student new hire form from HR folder in shared drive.
- ☐ Submit completed new hire form to HR.
- ☐ Save date submitted and any confirmation email.
- ☐ Wait for HR clearance email before scheduling first shift.

Candidate name:

Student New Hire and Orientation Checklist

HR Clearance

- ☐ Student completed HR onboarding steps.
- ☐ Student presented required identification documents to HR on the second floor of Bradley Hall.
- ☐ HR explained Workday timekeeping to student.
- ☐ Supervisor received HR email confirming student is cleared to work.
- ☐ First shift scheduled only after clearance.

First Day Orientation

- ☐ Welcome student and introduce available faculty/staff.
- ☐ Tour office, mailboxes, copier, supplies, restrooms, emergency exits, and nearby classrooms.
- ☐ Review weekly schedule and absence/lateness procedure.
- ☐ Review business casual dress code.
- ☐ Review confidentiality expectations.
- ☐ Show ACRequests email and print/copy workflow.
- ☐ Show copier, paper, toner, staplers, envelopes, folders, and supplies.
- ☐ Practice phone greeting and visitor response.
- ☐ Explain what to do during downtime.
- ☐ Identify backup contact if supervisor is unavailable.

Student name:

First Week Training Checklist

Office Tasks

- ☐ Complete a supervised copy or print request.
- ☐ Check ACRequests and identify new requests.
- ☐ Print, staple, and place a finished item in the correct mailbox.
- ☐ Create or update a simple office-hour door sign.
- ☐ Create a simple event flyer or sign if assigned.
- ☐ Run a campus errand with clear destination and return instructions.
- ☐ Tidy shared office space and refill paper.

Communication Practice

- ☐ Practice phone greeting.
- ☐ Practice taking a message with name, contact, time, and reason for call.
- ☐ Practice greeting a student or visitor.
- ☐ Practice asking a clarifying question when a task is unclear.
- ☐ Review how to tell supervisor a task is complete.

End of Week Check-In

- ☐ Ask what feels clear.
- ☐ Ask what still feels confusing.
- ☐ Review schedule and any conflicts.
- ☐ Review Workday time entry for the first week.
- ☐ Set one goal for the next two weeks.

Notes:

Student Work Expectations Acknowledgement

Expectations

- ☐ I will enter my time accurately in Workday and meet payroll deadlines.
- ☐ I will not begin work before HR clearance.
- ☐ I will work no more than my approved weekly hours.
- ☐ I will arrive on time or communicate as early as possible if I will be late or absent.
- ☐ I will dress in business casual clothing appropriate for an academic office.
- ☐ I will protect confidential information I see or hear while working.
- ☐ I will complete tasks assigned by the Administrative Assistant II or faculty in the supported departments.
- ☐ I will ask questions when instructions are unclear.
- ☐ I will use office equipment and supplies for work tasks only.
- ☐ I understand that repeated attendance, conduct, confidentiality, or performance issues may lead to HR involvement or end of employment.

Student signature:

Faculty and Adjunct Hire Support Checklist

Use this page for office logistics after a new faculty or adjunct hire has been approved through the proper department, dean, and HR process.

Keys through FMX

- ☐ Confirm office key needed.
- ☐ Confirm main office key to AC 200-C is needed, if applicable.
- ☐ Submit FMX work order for key request.
- ☐ Include faculty name, department, office location, and key type.
- ☐ Ask that the key be tested before delivery.
- ☐ Test key when it arrives, if possible.
- ☐ Submit follow-up FMX work order if key does not work.

IT and Office Setup

- ☐ Submit IT ticket for full-time faculty phone setup.
- ☐ Submit IT ticket for laptop/computer setup.
- ☐ Include start date, office location, and technology needs.
- ☐ Confirm phone and computer setup before first day.
- ☐ Prepare office door sign or office-hour sign if needed.

Print Shop

- ☐ Confirm official title, department, office, phone, and email.
- ☐ Email Maria Topper with business card request.
- ☐ Request name badge if needed.
- ☐ Save request/confirmation email for reference.

Student Worker Offboarding Checklist

Before Final Day

- ☐ Receive resignation or determine end date according to HR guidance.
- ☐ Contact HR before ending employment for performance or conduct.
- ☐ Confirm final scheduled shifts.
- ☐ Ask student to enter all outstanding Workday time.
- ☐ Review and approve final time entries by deadline.

Final Day

- ☐ Collect keys, borrowed materials, folders, or department property.
- ☐ Remove or request removal of any access controlled by supervisor, HR, or IT.
- ☐ Ask for feedback about training, schedule, and task clarity.
- ☐ Thank student for their work, when appropriate.

After Final Day

- ☐ Notify HR according to current process.
- ☐ Save resignation, end date, final schedule, and notes in student worker file.
- ☐ Update department coverage plan.
- ☐ Begin replacement hiring early if the role needs to be refilled.

Student name: