



# Hiring & Onboarding Checklist

Work-Study (WS) Supervisors are an essential part of the work-study program at UNC, and they oversee a number of important duties. Perhaps the most important of these is ensuring that students follow program regulations during hiring and onboarding processes. If WS participants do not complete these steps correctly, it can create major regulatory and performance issues for the supervisor and expose the program to fines and audit findings. The following is a basic list of required steps for hiring and onboarding.

**Please Note:** WS Supervisors will need to update this list to account for job-specific training and duties.

## **Prior to the first day of work but no earlier than 8/1/18 (7/30 for students in Early Rehire Program)**

- Confirm that the student has submitted an application in JobX and the application has been reviewed.
- If the student was not in that role in the prior year, confirm that an interview has been conducted.
- Confirm that a written or verbal job offer was extended to the student.
- Confirm written receipt of the student's job acceptance, including pay rate.
- Confirm that the student has been properly and completely hired in JobX.
- Confirm that you have retained a copy of the student's job description and hiring date.
- Confirm that contact information has been exchanged between the student and WS Supervisor.
- Confirm receipt of the student's WS Training Quiz with a score of 100% (available in Sakai on the Work Study Student Training page: <https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e>).
- Confirm that the student has met with your departmental HR Officer/Shared Services Center prior to/on the first day the student is employed.  
**\*Ensure the student knows what documentation will be required for this process before the meeting\***
- Confirm that the students has completed all employment verification (I-9) and payroll process (W-4, NC-4, & direct deposit enrollment) with your HR Officer or Shared Services Center.

## **On the 1<sup>st</sup> day of work (no earlier than 8/21)**

- Provide the student with [TIM \(Kronos\) training](#) so they are able to complete their timesheet.
- Review the WS evaluation form with the student, including job-specific items & skills.
- Create a weekly/semesterly work schedule, and review the times the student will be working.
- Provide the student with access to any training required for the position (FERPA, confidentiality, etc.).
- Review when student can & can not work (unsupervised times, breaks, holidays, during class).
- Review sign-in/sign-out protocol; make sure student know which WS Supervisor oversees the process.
- Review operating basics (job duties, job attire, who to go to for help, tour of facilities and equipment, confirm that there will be no studying on job, review additional duties to complete as time allows, etc.)
- Discuss and provide the student with a copy of all job performance expectations and goals. Consider using these to complete the blank categories of the WS Evaluation Form.

## **Before student begins their duties**

- Confirm that the student is aware of any and all safety issues (fire evacuation route, hazardous material handling, emergency contact information, etc.).
- Ensure the student has completed all training required for the position (FERPA, HIPAA, etc.).
- Discuss any other supervisor-specific or workplace-specific items (e.g. mentoring opportunities, additional training opportunities, areas of concern, etc.).