



# Hiring & Onboarding Checklist

Federal Work-Study (FWS) Supervisors are an essential part of the FWS program, and they oversee a number of important duties. Perhaps one of the most important is ensuring that students are properly hired and onboarded. If FWS participants do not complete these steps correctly, it exposes the program to potential audit findings and financial finds. Therefore, to assist FWS Supervisors in this essential task, a basic hiring checklist was created. Please Note: FWS Supervisors may need to update this list, to account for idiosyncratic factors in their job posting.

## **Prior to the first day of work (no earlier than 8/2)**

- Confirm that the student has submitted an application in JobX and the application has been reviewed.
- If student has not filled the position in a previous 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 was hired the student in JobX.
- Confirm that you have retained a copy of the student's job description and hiring date.
- Confirm that you have exchange contact information between the student and FWS Supervisor
- Confirm receipt of the student's FWS Student Training Certification and a copy of the student's FWS Training Quiz with a score of 10/10 (both available in Sakai on the Federal Work Study Student Training page).
- Confirm that the student has met with your departmental HR Representative 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 Representative

## **On the 1<sup>st</sup> day of work (no earlier than 8/22)**

- Provide the student with TIM (Kronos) training so they are able to complete their timesheet.
- Create weekly/semester work schedule with student and review they times they 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 FWS 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.)

## **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 any training required for the position (FERPA, HIPAA, etc.).
- Discuss any other supervisor-specific or workplace-specific items (e.g. performance review periods, mentoring opportunities, additional training opportunities, areas of concern, etc.).