

### Hiring Requirements

- Request a [background check](#).
- Upon receipt of background check results email, login to [PioneerWeb](#) to process the non-benefited staff hiring request.
- After you have received an email notice from payroll that the hire has been approved, notify the student that they will need to contact Human Resources to **complete the new hire paperwork PRIOR to starting work**. This includes the I-9 and W-4 form. Additional information will be provided to the student to complete additional action items in webCentral (confidentiality agreement, patent agreement, direct deposit, etc.)

Human Resources

Email: [employeeservices@du.edu](mailto:employeeservices@du.edu)

Phone: 303-871-7420

Location: Mary Reed Building, Fourth Floor

**Note:** The hiring requirements must be completed in this order. Human Resources is unable to complete the I-9 form (including other new hire paperwork), until the student employee is hired in Banner.

### Prior to First Day

- Prepare the work area/desk.
- Set-up access or prepare access forms (if applicable – [Banner request](#), department copier code, etc.).
- Prepare first day project/task.
- Send student employee information regarding first day (email or call). Include with what time to start, where to go, what to bring ([including the I-9 acceptable documents](#)), dress code and what to expect.
- Schedule time to greet student and complete first day agenda items.
- Place a welcome note from the department on the student's work area/desk.
- Have the student complete new hire paperwork with Human Resources (I-9 form and W-4 form).

### First Day

- If not already completed, have the student complete new hire paperwork with Human Resources (I-9 form and W-4 form).
- Send a welcome email to the unit.
- Take a department tour and introductions.
- Provide a unit overview and applicable policies (include org chart).
- Provide a copy of the job description
- Review job responsibilities, expectations and who to go for help/information.
- Discuss schedule, office hours, calling in sick and other procedure expectations.
- Review pay rate, timesheet and pay cycles.

- Ask student employee to complete PioneerWeb action items (confidentiality agreement, etc.).
- Provide a first day project/task.
- Check-in at end of day.

### **First Week & Beyond**

- Provide training related to equipment or processes student may use.
- Set-up one-on-one meetings with staff members for student to get to know unit.
- Hold regular progress and check-in discussions (10-15 min) (1 x week or bi-weekly).
- Discuss any development or training needs.
- Be available to answer questions and check work.
- Give encouragement and reassurance.
- Recognize the student employee for their accomplishments and contributions.
- Submit an application for the University of Denver Student Employee of the Year (if applicable).
- Keep it fun!

### **Note:**

These are suggestions on how to make a great first impression and help orient the new employee to their role. This is not a required or exhaustive list. Please contact Human Resources at x17420 with questions.