Checklist for Hiring Non-Benefited Student Employees

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
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.