

Hiring Requirements

- Complete the action items included in the [2014 - 2015 Work-Award Hiring Checklist](#)

Note: The student must be hired through PioneerWeb prior to completing the I-9 form (including W-4 and PioneerWeb action items). It is illegal to complete the I-9 form before the student is successfully hired.

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.

First Day

- 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 make introductions.
- Provide a unit overview and applicable policies (include org chart).
- Provide a copy of the job description and the Performance Review Form 2013-2014.
- 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 to complete PioneerWeb action items (confidentiality agreement, etc.).
- Ask student to review the [work-study student handbook](#).
- 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.
- Monitor student employee work award hours and earnings ([RZIWORK](#))
- 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 for their accomplishments and contributions.
- Complete a performance review evaluation and discussion.
- 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.

Office of Student Employment Resources:

- [On-Campus Employer Resources](#)
- [Student Employee Supervisor Handbook](#)
- [Monthly Supervisor Updates](#)
- [Student Work-Award Resources](#)
- [Student Work-Study Handbook](#)