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](#)