# Student New Hire Checklist

## Pre-hire Checklist

- [ ] Interview Questions
- [ ] Respond to all students who have applied letting them know your timeline
- [ ] Contact Students to interview
- [ ] Offer student(s) job
- [ ] Follow-up communication to let students know they were not selected

## Collect

- [ ] Application/Resume
- [ ] Confidentiality Acknowledgement
- [ ] Contact Information

## New Hire Checklist

- [ ] Complete Student Employment New Hire Request Form *(on-line)*
- [ ] Prepare for student(s) first day
- [ ] Orientation/ Training Options
  - Confidentiality Acknowledgement
  - Tour – of department/office
  - Introductions to people within the work area and other areas that they come in contact
  - Student Mentor/Buddy
  - Contact information
  - Conduct and Expectations
  - Training on job specifics
  - Safety