COLORADO STATE UNIVERSITY
CAREER CENTER
ELEVATE

STUDENT EMPLOYEE ONBOARDING CHECKLIST

Use this checklist to inform and guide your department's onboarding process

STUDENT EMPLOYEE NAME		**SUPERVISOR NAME**	
STUDENT START DATE			

	TASK DESCRIPTION	DATE(S) SCHEDULED / COMPLETED
	SUPERVISOR TASKS	
☐	Establish start date and schedule for student	
☐	Create welcome sign or welcome items	
☐	Have student complete getting to know you form	
☐	Tour office and cover emergency preparedness plans	
☐	Introduce to other staff members	
☐	Set student staff goals (using the career competencies) for the position and outline evaluative processes	
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☐		

TALK TO YOU DEPARTMENT'S HR LIASON TO DISCUSS NECESSARY ONBOARDING ITEMS

	HUMAN RESOURCES-RELATED TASKS	
☐	Complete background check	
☐	Complete RAMp Up and I-9 verification	
☐	Hire into system	
☐	Ensure relevant trainings are scheduled/completed (FERPA, responsible employee, active assailant)	
☐	Establish access to the space	

☐	Create personnel folder and add to department staff spreadsheets	
☐		

TALK TO YOUR IT DEPARTMENT TO DISCUSS NECESSARY ONBOARDING ITEMS

TECHNOLOGY-RELATED TASKS

☐	Check out relevant technology	
☐	Add to necessary department/university platforms	
☐	Add to listservs	
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ADDITIONAL TASKS

☐	Assign student a mentor/buddy	
☐	Cover departments mission, vision, and values	
☐	Give student departments policy and procedure handbook or outline	
☐	Connect student to on-campus resources	
☐	Provide department specific dates (upcoming trainings, appreciation events, etc.)	
☐	Provide organizational chart	
☐	Discuss standard communication processes in the office (e-mail, text, Teams, GroupMe)	
☐	LT discuss leadership/promotion pathways	
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