

ON-BOARDING GUIDE FOR STUDENT EMPLOYEES

REMOTE
WORK
EDITION



This guide is a list of recommendations for integrating a new student employee into your operations. Ideally, the on-boarding process for student employees can take place within two weeks of their hire, allowing for a smooth transition to solid employee engagement.

No. 1: Create a Sense of Belonging

✓ Use the Buddy System

Assign and rotate current staff as partners every week. Make sure to mix the groups to include a more seasoned team member with a new hire(s) as seasoned team members can serve as mentors.

✓ Set Up One-to-One (1:1) Weekly Meetings with Manager or Supervisor

Discuss day and time preference for when to hold 1:1 meetings. Discussion topics can include how things are going in the new role, academics, professional goals and aspirations, etc.

✓ Ice Breakers

Start the day with an informal check-in with a greeting or exercise activity before getting down to business.

alyssashears.wixsite.com/breakingtheice/name-games-copy

No. 2: Check In Regularly

- ✓ Establish who they can reach out to whenever necessary and that no question is too small or insignificant to ask.
- ✓ Build rapport over shared interests, hobbies, or other things in common.
- ✓ Create a professional development program tailored to the student's interests
[utep.edu/student-affairs/careers/student-supervisor-resources/Career-Center-New-Student-Employee-Guide-rd-2.14.2020.pdf](https://www.utep.edu/student-affairs/careers/student-supervisor-resources/Career-Center-New-Student-Employee-Guide-rd-2.14.2020.pdf)

No. 3: Ask for Feedback from Student Employees

- ✓ Provide a copy of their job description with role responsibilities.
- ✓ **Gather new employee information:**
 - Employee Contact Sheet
[utep.edu/student-affairs/careers/student-supervisor-resources/Emergency-Contact-form-fillable1.pdf](https://www.utep.edu/student-affairs/careers/student-supervisor-resources/Emergency-Contact-form-fillable1.pdf)
 - Discuss direct deposit process
 - Discuss FERPA
 - Confidentiality Understanding
- ✓ **Send welcome email to new employee, including:**
 - On-boarding itinerary with training track
[utep.edu/student-affairs/careers/student-supervisor-resources/index.html](https://www.utep.edu/student-affairs/careers/student-supervisor-resources/index.html)
 - Key staff/faculty contact roster
 - New Student Employee Handbook
[utep.edu/student-affairs/careers/student-supervisor-resources/Career-Center-New-Student-Employee-Guide-rd-2.14.2020.pdf](https://www.utep.edu/student-affairs/careers/student-supervisor-resources/Career-Center-New-Student-Employee-Guide-rd-2.14.2020.pdf)
 - Log-in details and access to pre-boarding intranet systems/databases

Address individual requirements of remote working for student employee:

- Wi-Fi / connectivity requirements
- Hardware / computer needs
- Workspace / workstation needs
- Applications / tools for managing workload, accountability, and time management
- Address choosing a dedicated workspace – make sure it's clean, organized, well-lit, free of major distractions and noise. Never work in bed.

Dress Code

Set guides on how you want your employee to dress.

- Set-up of essential systems accounts (i.e., email account, access to server, MS Teams) and communication tools with IT.

Work Assignments

Detail tasks to accomplish on a weekly basis.

utep.edu/student-affairs/careers/student-supervisor-resources/index.html

No. 4: Introduce People, Principles, and Processes

- Introduce student employee to the rest of the office members and provide a virtual office tour.
- Discuss who is the student's backup supervisor in the event his/her supervisor is out.
- Conduct organization overview including history, values, mission, leadership, and organization chart.
- Discuss three- and six-month goals and evaluation process – set out success metrics, deliverables, and key projects.
- Establish a schedule. Be flexible with your employee's school schedule.
- Discuss and schedule required training (cyber security, compliance training, etc.).

No. 5: Extend the Responsibilities

✓ Provide the Context of the Project

Before assigning projects to new employees, provide them with all the details about why the project is important and how it fits into the wider picture. Let them know if similar projects have been completed before and show them examples that may clarify the assignment.

✓ Set Expectations

Be clear about the level of quality you expect and whether you expect a draft and, if so, when. Give specifics about what the final product might look like and provide a concrete due date.

✓ Give Them Points of Contact

New team members often do not know the right person to contact for the right information. Set a 1:1 meeting with each of the office staff to familiarize themselves with each staff member's role and job duties.

✓ Recognize and Reward Performance

Show appreciation by email or in team meetings; share and celebrate both individual and team success.

✓ Professional Development

Students can complete applicable LinkedIn Learning Modules. Recommendations include:

- Working Remotely – 1 hr.

[linkedin.com/learning/working-remotely-2/the-value-of-working-remotely?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning](https://www.linkedin.com/learning/working-remotely-2/the-value-of-working-remotely?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning)

- Time Management: Working from Home – 1 hr. 25 min

[linkedin.com/learning/time-management-working-from-home/welcome?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning](https://www.linkedin.com/learning/time-management-working-from-home/welcome?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning)

- Productivity Tips: Finding Your Productive Mindset – 59 min

[linkedin.com/learning/productivity-tips-finding-your-productive-mindset/gaining-a-productive-mindset?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning](https://www.linkedin.com/learning/productivity-tips-finding-your-productive-mindset/gaining-a-productive-mindset?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning)

✓ Professional Development

- **Executive Presence on Video Conference Calls** – 34 min

[linkedin.com/learning/executive-presence-on-video-conference-calls/your-video-conference-presence?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning](https://www.linkedin.com/learning/executive-presence-on-video-conference-calls/your-video-conference-presence?trk=lilblog_03-11-20_new-to-working-remotely-resources_learning)

- **Virtual Career Center Resources:**

[utep.edu/student-affairs/careers/students-alumni/virtual-career-center.html](https://www.utep.edu/student-affairs/careers/students-alumni/virtual-career-center.html)

- **Campus Edge Trainings:**

campusedge.utep.edu

✓ Other Resources

- **Remote Employees On-boarding Checklist:**

resources.workable.com/remote-employees-onboarding-checklist

- **Virtual On-boarding Checklist for Remote Employees:**

zenefits.com/workest/virtual-onboarding-checklist-for-remote-employees

- **How to On-boarding Remote Team Members:**

doist.com/blog/remote-onboarding

- **10 Companies Share How They Approach Remote On-boarding:**

remote.co/companies-share-how-approach-remote-onboarding