



## Student Employee Orientation Checklist

*This checklist is to serve as a guide for new student employee orientation; however, it is not an exhaustive list. Providing clear and consistent messages at orientation sets the tone for the students and your combined employment experience.*

**Job Title:** \_\_\_\_\_

### HIRING PROCESS

- Post open position in Gorillas4Hire (minimum of 3 days)
- Collect student applicants and determine who you want to interview
- Interview students
- Offer position to student
- Appoint Student in GUS Classic
- Send student to Student Employment, 202 Horace Mann to fill out paperwork
  - **Required documentation - Attached is the approved document list**
  - **Student employee may not begin working until paperwork is complete. An email will be sent notifying the person who appointed the student when the paperwork is complete.**
- Notify other candidates that the position has been filled

\*Failure to observe completion of paperwork before start date will delay payment for work completed by student

**New Employee Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

### WELCOME AND DEPARTMENT ORIENTATION

- Introductions to department staff and other student employees
- Tour of office
  - Work station, staff offices, kitchen, supply room, restroom, conference room, etc.
- Discuss the student's role in relationship to other roles in the department
- Review the relationship of the department and student's role to other university departments
- Familiarize with office equipment
- Review building evacuation procedures

Continue for additional sections →

### **JOB DUTIES AND RESPONSIBILITIES**

- Review job description and assigned procedures unique to your department
  - keys, phone, mail, computer, calendars, organizational chart, etc.
- Train student on daily tasks
- Review office/university policies and procedures
- Provide access to any office systems/programs

### **SCHEDULE AND REPORTING TIME**

- Discuss and set student employee work schedule
- Review university schedule (spring break, summer break and winter break)
- Review time sheet and GUS HR entry (include pay schedule information)

### **FIRST 30 DAYS**

- Sign student up for Work Ethics Training sponsored by Career Services (see Career Services/Faculty & Staff/Hire A Student webpage)

### **EACH SEMESTER**

- Student Employee Evaluation

Student Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*Once complete the document can be filed in the student employee's employment file within your department!*

**Student Employment Office  
Career Services**

202 Horace Mann  
620-235-4145

[careers.pittstate.edu/faculty-staff/hire-a-student.html](http://careers.pittstate.edu/faculty-staff/hire-a-student.html)

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<p align="center"><b>LIST A</b></p> <p align="center"><b>Documents that Establish Both Identity and Employment Authorization</b></p>	<p align="center"><b>OR</b></p>	<p align="center"><b>LIST B</b></p> <p align="center"><b>Documents that Establish Identity</b></p> <p align="center"><b>AND</b></p> <p align="center"><b>LIST C</b></p> <p align="center"><b>Documents that Establish Employment Authorization</b></p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>(1) NOT VALID FOR EMPLOYMENT</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>	<p>3. School ID card with a photograph</p>	<p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>4. Voter's registration card</p>	<p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p></p>	<p>5. U.S. Military card or draft record</p>	<p>4. Native American tribal document</p>
<p></p>	<p>6. Military dependent's ID card</p>	<p>5. U.S. Citizen ID Card (Form I-197)</p>
<p></p>	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p></p>	<p>8. Native American tribal document</p>	<p>7. Employment authorization document issued by the Department of Homeland Security</p>
<p></p>	<p>9. Driver's license issued by a Canadian government authority</p>	<p></p>
<p></p>	<p><b>For persons under age 18 who are unable to present a document listed above:</b></p>	<p></p>
<p></p>	<p>10. School record or report card</p>	<p></p>
<p></p>	<p>11. Clinic, doctor, or hospital record</p>	<p></p>
<p></p>	<p>12. Day-care or nursery school record</p>	<p></p>