Student hired

Is the Student Worker new?

Returning Student Worker

Criminal Background Check (CBC) needed?

Student receives onboarding checklist via email. Complete prior to first day.

CBC initiated by HR. Separate email sent to Student Worker

Is the Student Worker new?

Yes

No

I-9 (employment eligibility) verification or re-verification. Must be done in person

Review time keeping requirements and ensure student maintains record of time worked in HRS

Student cleared to work?

Yes

No

Student receives authorization to work from HR

Supervisors will concurrently receive notification that the student is authorized to work from HR.

Supervisors may monitor the onboarding status in PeopleAdmin Records. Learn how here.

Student not hired

Student begins work

Student receives authorization to work from HR

1 year or more gap in service?

Yes

No

Student receives onboarding checklist to reconfirm employment information

Updated: August 8, 2020