



Student Employee Orientation Checklist

Georgetown University Student Employment Office
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Onboarding Activities

- ☐ Advise student employee to complete "onboarding requirements" in GMS as soon as possible
- ☐ Remind the student employee to complete his/her Form I-9 within three days from start date
- ☐ Ask the student employee to navigate to his/her personal record in GMS to update primary address and review employment information to ensure correctness

Department Organization & Support

- ☐ Explain the supervisory structure; provide the names of team members and an organizational chart
- ☐ Introduce the student employee to any immediate coworkers who are present
- ☐ Tour the work area: restrooms, emergency exits, printers, supplies
- ☐ Identify the person(s) to turn to for everyday questions, and how he/she prefers to be contacted
- ☐ Identify the person(s) to contact for pay and/or other employment issues

Workplace Policies

- ☐ Review the student employee's work schedule
- ☐ Explain how and when the student employee can take breaks and rest periods
- ☐ Demonstrate how to submit hours worked for approval (in GMS on-campus, via paper off-campus)
- ☐ Explain what the student employee should do if he/she needs to call in sick
- ☐ Discuss whether the student employee can eat or drink at the work area
- ☐ Review the dress code (if applicable)
- ☐ Discuss the use of cell phones, music devices/headphones, technology, and office resources
- ☐ Emphasize confidentiality, especially when handling sensitive information (if applicable)
- ☐ Review emergency response guidelines including shelter in place, fire, and electrical outage
- ☐ Review other relevant policies and procedures as outlined on the IDEAA website

Skills & Responsibilities

- ☐ Review the student employee's job description and explain specific responsibilities
- ☐ Discuss your expectations and explain how the student employee can contribute to the workplace
- ☐ Demonstrate how to use the telephone, including how to transfer a call and retrieve voicemail
- ☐ Demonstrate how to use the fax machine, printer, copy machine, and other devices
- ☐ Provide the student with a list of learning goals and other resources

Be sure to check in with your student employee after a few weeks to see if he/she is happy and performing well!