



Georgetown University Student Employment Office

Student Employee Orientation Checklist

Georgetown University Student Employment Office
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Make sure that you and your student employee are on the same page by discussing these topics on the first day. This might be your student employee's first job on campus – do not assume that he/she has any prior knowledge!

Hiring Paperwork

** Some departments handle hiring documents and I-9s differently. If your department covers these topics elsewhere, feel free to check them off now – as long as all of the information is covered with your new student employee.*

- Complete new hire paperwork([Hoya Hiring Form](#))
- Remind the student employee to obtain IDs and complete his/her [Form I-9](#) within three days
- Show the student employee how to navigate the [SEO website](#) to find information about GMS, taxes, and more

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 fill out and turn in [paper timesheets for hourly employees](#)
- 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!