Onboarding Checklist for Student Staff

❑ Collect important information such as:
- o Preferred name
- o Contact information and preferred method of contact
- o Pronouns (but do not require them to share them if they are not comfortable)
- o Their course schedule and any consistent scheduling conflicts

❑ Clearly communicate to new student employees how the first day of training/work will look and any expectations they should be aware of in advance.

❑ Where possible, provide written training/onboarding materials in advance to accommodate students who may need to adjust material formatting or need additional time to review the materials.

❑ Plan training sessions, considering multiple styles of learning. Some possible methods of training include readings, in-person training, videos, and reflection questions. Using a variety will better convey the information to all kinds of learners. Plan to compensate students for all training time.

❑ If students need accommodations to successfully begin work with your office, arrange for those accommodations.

❑ Set up permissions for students in the systems they need to successfully work in your office. These may include:
- o Department email inboxes or shared drives.
- o Software platforms, computers, printers, and other devices.

❑ Provide card or key access to your space if they need it.

❑ Ensure your office is a welcoming space. Some things to consider:
- o *Is your space representative of all kinds of students and people?* For example, is your staff representative of multiple kinds of identity? If not, do you have art and images that represent multiple cultures and identities in your space? Is there room for you to sit with students that is not across a desk?
- o *Is your space accessible for all abilities?* For example, can people of all abilities have the same access to your space?
- o *Does your office have statements on diversity and inclusion?* Do you have a philosophy for the support or the supervision of students from different marginalized groups?
- o *Do your office policies/expectations have differential impacts on students based on identity?* Dress codes have differential impacts on students depending on their gender identity and expression, their socioeconomic status, their race, and their religious customs. If a dress code is needed, how can it be made more equitable?

❑ Welcome students to the office and include colleagues who may work with the student(s) as well. This can happen via email, mail, phone, or in person. It can be simple, or it can be creative!

❑ Provide information about your own expectations and preferred ways of working, such as preferred method of communication. Providing and inviting feedback early and often will help promote a positive working relationship.

❑ Ensure your student staff reads The Student Employment Handbook.

❑ Have student(s) sign confidentiality agreement if applicable.

Questions or feedback? Please contact The Office of Student Employment at oncampusemployment@clarku.edu.