MONTANA TECH

Supervisor's Guide to **Student Employee On-boarding**

Search Process

☐ **Advertising and Recruitment:**	☐ DR2.0 is the recommended student job posting site for Montana Tech and is the recognized source that students come to when looking for part-time on-campus employment ☐ Students can search for positions when it is convenient, apply online, and submit a resume/ other application materials to the appropriate contact person ☐ Employers can easily manage current and past student employment job postings. The job listing will remain active on the website until the specified expiration date ☐ Find the Career Services Job Posting Guide at https://www.mtech.edu/career-services/diggerecruiting/posts/index.html
☐ **Job Description and Student Pay:**	☐ Prepare a complete job description for the position. Include the major duties and functions of the position and what is necessary to perform those job functions. ☐ Student pay rates are governed by the Student Employee Job Classification and Wage Guidelines. Before posting a wage, please refer to the current guideline document at https://www.mtech.edu/financial-aid/student-employment/
☐ **Screening and Interview Process:**	☐ Based on the job description, decide the critical duties necessary for a successful candidate. Evaluate applications then determine which candidates you will interview. ☐ To ensure fair and equitable treatment, all applicants should be asked the same interview questions

Before the Start Date

☐ **After the position is accepted**	☐ Inform the new hire that they need to go to Enrollment Services to do their **Student Employment paperwork** 2 weeks before the start date. ☐ Confirm with Student Employment that employee paperwork is completed before next step ○ Ask if all necessary documents have been submitted ○ Ensure their FERPA training has been assigned if they will have access to any Student Academic Information
☐ **Reach out to employee before start date**	☐ Welcome. Confirm start date, place, time, dress code, parking, etc. ☐ Coordinate with Student Employment and new employee to determine what is missing for their new hire paperwork/onboarding or if it has been completed ☐ Ensure Foreign National Compliance, if needed contact Margie Pascoe (406-496-4477)
☐ **Prepare for Employees 1st Day. Reference the "Employee's First Day" section for more details.**	☐ Start by creating a Welcome Packet! ○ Welcome letter by Department ☐ Discuss Schedule for the first week
☐ **Prepare Employees Workspace**	☐ Clean the work area ☐ Verify computer is working ☐ Basic office and/or desk supplies ☐ Make welcome sign (or card) and have department members sign it ☐ Verify phone Installation (if needed)
☐ **Submit IT ticket through MYMtech to grant appropriate permissions (employee needs to complete FERPA before permissions are granted)**	☐ Consider software/technology needs of the job such as: • Tech employee computer and email account • Public folders & Distribution Lists • Printer connections • Campus Software • Moodle Access
Socialization	
☐ **Notify all employees in the department of the new hire** ☐ **Identify a mentor**	☐ Send via email to department (Copy the new employee, if appropriate) Include start date, what their job will be, and employee bio ☐ If appropriate

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Employee's First Day

☐ **Welcome the new employee upon arrival**	☐ Understand that the new employee may be nervous; try not to overwhelm them ☐ Provide the Welcome letter ☐ Confirm that the employee has completed their **Student Employment Paperwork**
☐ **Introduce the employee to department and team members**	☐ Introduce mentor (if using one) ☐ Give a tour of the building/department ☐ Have a Department/unit organization chart and phone/email list ☐ Explain how their position fits into the organization
☐ **Review job description, department org chart, and Student Employment Policies**	☐ Discuss expectations for job ☐ Customer service standards and philosophy ☐ Review employee's work schedule ☐ Review Timecard procedures ☐ Review Student Employment policies and eligibility guidelines
☐ **Have the employee do their HR Required training. FERPA Training should be done first, since it is required before you can gain access to Tech Systems.**	☐ **FERPA** and **Information Security** are required ☐ An email with login information and instructions will be emailed to the student.

☐ **Introduce the employee to computer & software access**	☐ Ask if they need specific office/desk supplies
	☐ Ask if they know:
	  ○ How to get their computer login information
	  ○ How to get their email username and password
	  ○ How to use the email system
	☐ Explain how to access the office computer network (shared files and/or drives)
	☐ Explain what **Cyberbear** is and how to get their NetID/log into Cyberbear
	☐ Give an overview of software and other technology use (Outlook, phone/voicemail, computer, calendaring, departmental portal, Moodle, etc.)
	☐ Review confidentiality/data privacy (if applicable)
	☐ Review relevant websites

☐ **Review the Student Employee Checklist**	☐ Inform employee where they can park ☐ Inform the employee about getting a Digger Card and what it is used for ☐ Good time to reference the Student Employee Checklist!
☐ **Give the employee their first assignment**	☐ Make it meaningful so they feel like they have already accomplished something
Socialization	
☐ **End of first day check-in**	☐ Reinforce welcome

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Employee's First Week

☐ **Review University policies and procedures**	☐ University calendar, holidays, and religious holidays ☐ Review Mission/vision and guiding principles for the department and University ☐ Show them where to find the Montana Tech Student Employment Policy and Guidelines ☐ I.T. Policies
☐ **Review Department policies and procedures**	☐ Dress code (if applicable) ☐ Show them where to find the Department Employee handbook or Job manual (if applicable) ☐ Review Time card procedures and answer any questions from the 1st day
☐ **Provide resources on safety at Tech**	☐ Department Emergency procedures ☐ Security protocols and building hours ☐ Annual Security and Fire Safety Report ☐ Earthquake, Active Shooter Procedures ☐ Emergency phones on campus ☐ Environmental Health and Risk Management ☐ Discuss intra-departmental safety procedures and emergencies, Campus Security ☐ Worker's Compensation Resources, Reporting and procedures (Contact HR)
☐ **Technology check-in**	☐ Check-in to ensure technology hardware is fully operational ☐ Check-in to ensure software accessibility is fully operational
☐ **Discuss University and departmental websites**	☐ Make a list of websites that the employee needs to explore and become familiar with
Socialization	
☐ **Meet or touch base with new employee daily to answer questions**	☐ Inquire how the first week went ☐ Make time to listen to any questions ☐ Encourage the employee to ask questions ☐ Explain your work style and discuss how it will fit with the style of the new employee
☐ **Take Employee around Campus**	☐ Introduce your employee to other Departments. Especially those they will be working closely with

Employee's First Month

☐ **Review job description, performance standards, performance reviews**	☐ Ensure understanding of the role description and performance management process
☐ **Check in about pay**	☐ Ensure the employee has access to CyberBear ☐ Answer questions ☐ Confirm with student employee that they have received pay for all hours worked
☐ **Provide list**	☐ Current department projects and cyclical programs highlighting roles of other department members
Socialization	
☐ **Weekly or biweekly meetings with the new employee**	☐ Answer questions and help foster engagement within the organization
☐ **Check-in with mentor**	☐ Talk with mentor (if applicable) ☐ Talk with the new employee about mentor relationship (if applicable)

My supervisor has reviewed and completed the checklist with me.

Employee's Signature_____Date:_____

Supervisor's Signature_____Date:_____

Revised: June 25, 2024

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Important Links	
Butte Chamber of Commerce	https://www.buttechambersite.org/
New Student Employee I.T. Request Form	https://mtech.teamdynamix.com/TDClient/1921/Portal/Requests/ServiceDet?ID=33131&SIDs=4229
I.T. Help Desk	https://mtech.teamdynamix.com/TDClient/1921/Portal/Home/
SE Webpage	https://www.mtech.edu/financial-aid/student-employment/
MyMtech	https://my.mtech.edu
Cyberbear	https://www.umt.edu/cyberbear/
SE Policies and Guidelines	https://www.mtech.edu/financial-aid/student-employment/

Phone Numbers	
Butte Chamber of Commerce	800-735-6814
Digger Card Center	406-496-4514
Student Employment	406-496-4469
Financial Aid	406-496-4223
I.T. Help Desk	406-496-4244
Margie Pascoe	406-496-4477
Human Resources	406-496-4380

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