

## Onboarding Student Staff

**Just hired a student? Not sure what steps to take first? Use this handout as your guide.**

- Prepare and provide an offer letter for student hire. Student must accept offer first before you proceed to the next steps.
  - A [sample offer letter](https://stonysbrook.edu/student-employment) is available on the Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For On Campus Employers**” -> “**Supervisor Guides/Tutorials**”
- [Request access as “Student Employment Coordinator”](#) in SOLAR and create a student assignment.
  - SOLAR tutorials and instructions are available under Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For On Campus Employers**” -> “**Supervisor Guides/Tutorials**”
- Have your new hire fill out necessary paperwork, such as the [I-9 form](#) and any required departmental paperwork (for example, FERPA/confidentiality agreements).
  - A copy of the I-9 form is available on the Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For On Campus Employers**” -> “**Resources/Forms**”
- Appoint new hire in SOLAR. Once I-9 form is processed by HR, you may start approving timesheets.
- Orient and train your new hire about your department’s policies, procedures, and goals.
- Encourage your new hire to participate in the Career Center “[New Student Employee Orientation](#)”
  - Information regarding this orientation can be found under the Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For Students**” -> “**New Student Employee Orientation**”
- Encourage your new hire to continue learning by using utilizing our [online webinars and tutorials](#) and participating in [trainings with the Career Center](#) and other offices that offer trainings such as DoIT/CELT.
  - The Career Center offers a variety of trainings which are listed under the Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For Students**” -> “**Events/Workshops**”
- Attend [GROW](#) (Guided Reflection On Work) Training which will allow you to have reflective and developmental conversations with your student staff.
  - Information regarding this training can be found under Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) under “**For On Campus Employers**” -> “**SBU GROW**”
- Would you, your student employees, or your team like a training not listed? [Request a custom workshop or alternate training date here!](#)
  - You can request a workshop by visiting the Student Employment website ([stonysbrook.edu/student-employment](https://stonysbrook.edu/student-employment)) and navigating to “**For On Campus Employers**” -> “**Workshops/Events**”

