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 is available on the Student Employment website (stonybrook.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 (stonybrook.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 (stonybrook.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 (stonybrook.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 (stonybrook.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 (stonybrook.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 (stonybrook.edu/student-employment) and navigating to “For On Campus Employers” -> “Workshops/Events”