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 participation 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” -> “Webinars/Tutorials”

☐ 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”