

Student Assistant Worker Onboarding Checklist

The following is important to ensure that your new student assistant worker has a smooth start at Haas.

Task	Suggested Timing
<input type="checkbox"/> Inform the student assistant worker when and where to report to work on the first day	Upon acceptance of offer
<input type="checkbox"/> Send a ticket to HelpDesk to 1) create a Haas Network account which will enable access to shared drives 2) Make an appointment for software/shared drives set-up. This appointment should be scheduled for the first or second day.	3 days prior to start date
<input type="checkbox"/> Prepare office space (desk, chair, and phone). For questions about office space, contact Gerardo Campos at 2-4617 or Sherrell Gordon at 2-9106 in Facilities. For questions about telephone equipment contact HelpDesk .	3 days prior to start date
<input type="checkbox"/> Describe relevant work procedures to new employee: <ul style="list-style-type: none"> ▪ Work hours and schedule ▪ Job tasks and expectations <input type="checkbox"/> Review unit's mission and goals <input type="checkbox"/> Review school's mission and culture	On first day
<input type="checkbox"/> Introduce student to unit/team and key contacts	On first day
<input type="checkbox"/> Orient to physical environment (restrooms, staff lounge, mailroom, copy room & supplies, computer center, library, café). Provide Copy Code.	On first day
<input type="checkbox"/> Review the timekeeping process on CalTime . It may take a few days until the student assistant has access to CalTime. Remind student to use the Paper Timecard (provided by CSS) to record hours worked in the first pay period.	On first day
<input type="checkbox"/> Review Safety and Emergency Procedure in your unit (closest exit and assembly point).	Within the first week
<input type="checkbox"/> Arrange for access and training to relevant tools and systems (i.e. BearBuy, EMS, etc.).	Within the first week
<input type="checkbox"/> Review Berkeley-Haas Style Guide for guidelines about email signature, logos, PowerPoint templates, etc.	Within the first week
<input type="checkbox"/> Once the student has access to CalTime, review timecard for accuracy, make edits/fix any missed punches and approve.	Ongoing
<input type="checkbox"/> Discuss with student assistant plans for renewing appointment (optional)	End of semester