ALAMO COLLEGES DISTRICT
San Antonio College

Student Employee Onboarding Checklist

Complete this form when an employee begins employment or transfers to a different department.
This is for your records only. You DO NOT have to forward to Human Resources or Financial Aid.

Employee Information

Employee Name (Please Print):

Banner ID#:

Last **First** **M.I.**

Department:

Building / RM#: **Phone:**

ACES E-Mail: **Date of Hire/Transfer:**

□ Work Study

Immediate Supervisor Information

Supervisor Name:
(Please Print)

Phone:

Supervisor Signature:

Date:

Supervisor's Responsibilities

Supervisors: Check all of the items that apply. Pre-checked items apply to all employees. Provide a copy to employee.
Supervisor's and Employee's initials verify the following onboarding procedures have been completed

Check off each item completed. (N/A if not Applicable)

	Supervisor: Prior to First Day of Work — Initials:	SUPV	EMPL
☑	Designate a peer-mentor to assist with onboarding and mentoring		
☑	Verify time, date, and location the new employee will report to work		
☑	Verify date the new employee will attend orientation and complete required trainings		
☑	Obtain ACES ID and provide to employee (IT Department)		
☑	Ensure PC, laptop, docking station, iPad, external hardware installed and working		
	Supervisor: On First Day through First Week of Work — Initials:	**SUPV**	**EMPL**
☑	Ensure Employee completes required trainings		
☑	Introduce the new employee to his or her peer mentor		
☑	Ensure the employee can logon to his or her desktop & ACES		
☑	Verify the employee can send and receive emails		
☑	Discuss work schedule, time and attendance expectations, and dress code		
☑	Provide new employee with organizational chart		
☑	Discuss with new employee the importance of confidentiality		
☑	Begin on-the-job training & show employee how to access the Alamo Colleges District Policies/Procedures		
☑	Schedule weekly checkpoints to review onboarding and job progress		
☑	Verify Web Time Entry is functional and show employee how to enter time		
☑	Show employee how to access Alamo Talent, College website and key features needed for job		
☑	ID Badge (ID Badge Request) and access (Building Access Control Request Form)		
	Supervisor: During First 30 Days of Work	**SUPV**	**EMPL**
☑	Discuss work goals and expectations		
☑	Discuss Mission/Vision/Values and Culture		
	Supervisor: Last Day of Work	**SUPV**	**EMPL**
☑	Complete student employee evaluation form (Student Enrichment Center work-study website)		
☑	Ensure student has completed all required training and has completed a post-survey (SEC Website)		

Student Employee's Responsibilities			
Check off each item completed. (N/A if not Applicable)			
Employee: Job Specific Training (As Applicable to Job Duties) - First Week		**SUPV**	**EMPL**
☑ Familiarize yourself with the Phone and protocol			
☑ Familiarize yourself with the Printer/Copier usage and protocol			
☑ Familiarize yourself with ACES			
☑ Familiarize yourself with AlamoTALENT			
☑ Familiarize yourself with Web Time Entry			
Employee: Compliance Training (complete in AlamoTALENT) - First 30 Days		**SUPV**	**EMP**
☑ Student Employee Orientation			
☑ Alamo FERPA-Student Privacy and Access Rights			
☑ Civil Rights, Title IX for Employees			
☑ Campus Resources			
☑ Alamo FERPA-Student Privacy and Access Rights			
☑ Discover Career Resources			
☑ Workplace Bullying Prevention			
☑ Microsoft Teams			
☑ Professional Development Reflection			
Employee: Compliance Training (Submit Forms) - Before Last Day of Work		**SUPV**	**EMPL**
☑	Complete an E-Portfolio **(Students Must Complete)** • Please place a link to your portfolio (elumen or another website) or LinkedIn webpage, so that we may see your resume. If students don't have access or don't want to create any above platforms, they may have their resume on a onedrive but must make it visible and share it in a link. (Speak to IT if you have questions on how to access your student onedrive account) • Submit Portfolio Link Here (Link to Student Employee Webpage on Student Enrichment Center website)		
☑	Complete A Post Survey **(Students Must Complete)** • All students have to complete a post-survey in their last month of work or sooner should they wish (link below). • Post Survey (Link to Student Employee Webpage on Student Enrichment Center website)		