

Preparing & Attending New Hire Orientation

SRJC: Student Employment



Created by

Jamie Longnecker,

Coordinator Workforce Development

Research and come prepared: I9 documents, taxes and direct deposit:

Locate your i9 documents

- Review the link: [Form I-9 acceptable documents](#).
- Identify which documents you will use.
- Make sure your documents are original and not expired.
- If you are unsure about your documents, stop by the Career Hub prior to your orientation and we can review them for you.

Expired documents or you cannot find them?

- Use another document for the List (A, B or C) you're using to satisfy your requirement.
- Submit applications for new ones and obtain a receipt.
- At your orientation we will discuss if you're able to begin work with your receipt (it varies by documents) or if we'll need to wait for your new original document to arrive.

Tax Documents

- Do some homework on W4s and understand how to fill them out.
- Career Hub staff cannot give you any tax advice.

Direct Deposit:

- Check-in your banking app or visit your bank to acquire an Employer Direct Deposit form and bring it with you.
 - OR
- Locate your checks (what are those) and bring a voided check.

=

Schedule and Attend New Hire Orientation

On Handshake

- You can book your own orientation workshop/appointment on Handshake.
- During peak seasons, we offer New Hire Workshops for up to 10 students at a time. These will be posted under events in Handshake.
- If you cannot make the posted event time, you can book any open General Student Employment Appointment and indicate in the comments "New Hire Orientation".

Or let us help you.

- Not finding an open appointment time that works for you or haven't booked an appointment on Handshake before? Give us a call or stop by the front desk.
- 707-527-4329 or come to the 3rd floor of Bertolini Student Services on the Santa Rosa Campus.



Completing Orientation & Paperwork



During Orientation

- We will review items such as pay rate, merit increases, sick leave, timesheets and so much more!
- Paperwork will be sent during orientation or just after to complete.
- We will review the new hire packet together.

After Orientation

- If you did not finish your hiring packet during orientation, do so within 24 hours of attendance.
- If you had to make a follow-up appointment for any reason, please note clearance of your packet will be delayed.

Clearance to Begin & Connecting with New Colleagues



Clearance to Begin

- You can begin working only after receiving the email titled, "Clearance to Begin & FERPA Training Link."
- This can vary by student. Some students will begin the day after orientation, some may take a few days and others may take weeks.



During your first days you and your supervisor should:

- Verify how to submit your timesheet
- Talk about how to call-in sick
- Begin discussing your goals within the department.
- Discuss how to request time off.
- Complete an orientation of the building for safety reasons.
- Introduce you to everyone in the department.

After Orientation: Setting Expectations



Communication is Key to your Success

- Ensuring mutual understanding of roles, responsibilities, and performance expectations.
- Asking questions early on is expected.

Performance

- Establishing specific, measurable objectives for job performance will make for a happier and safer workplace.
- Your first evaluation occurs at 200 hours – these are vital to establish early.

Further questions?

Visit us in the Career Hub

3rd Floor of Bertolini Student Services on the Santa Rosa Campus.

Our team of student employees at the front desk are ready to help you navigate the hiring process.

We help hundreds of students a year navigate the new hire and application process. We understand you have questions and we want to help make this as easy as possible.

Jamie Longnecker

Coordinator, Workforce
Development

Jlongnecker@santarosa.edu

Student Hours in the Career Hub Spring 2024

Mon-Thurs: 9:00 a.m. to 5:00 p.m.

Fri: 9:00 a.m. to 12:00 p.m.; by
appointment only 12:00 p.m. to 5:00
p.m.

