<u>Student Employee On-boarding Map</u>

Outline the tasks, resources & training and documentation information your student employee needs to understand their work responsibilities and engage effectively in their new position.

Main Goal (What is the main goal of your organization, or the main goal of the specific project, for which the student has been hired?):

(e.g. Assist students applying for FAFSA online)

Job Tasks (What are the student worker's tasks? add * next to primary/priority tasks)	Resources & Training (What resources, training, examples &/or point people are available for this task?)	Needed Resources (What additional resources, training, examples &/or point people could be developed/identified for this task to help onboard new student employees?)	Documentation (How is progress & issues for this task documented, recorded and/or tracked?)
*Example: Assist student via phone and Zoom with questions around completing FAFSA application**	*FAQ of common issues, videos showing how to navigate difficult aspects of the online application, a contact person for when the student employee is stumped by an issue, etc.*	*need to develop additional resources for new issues, etc.*	*a system for tracking the number of students assisted, the types of issues that they have had, whether these issues have been resolved, etc.*