



TIPS

As a supervisor, the last step in the hiring process is to onboard the employee in Workday.

Student employees will need to complete their onboarding tasks in order to work on Campus.

RELATED TASK(S)

- Recruiting Process

RESOURCES

- [Student Employment Support Site](#)

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.

Onboard Student Worker

- ▶ Login to Workday.
- ▶ Onboard Student Worker.
 - Go to your Workday inbox (located at the top right)
 - Click on <Set-Up Onboarding for [Employee Name]> task and select the following:
 - **Important People***
- ▶ Click <Submit> to complete the onboarding task.

UP NEXT: New Hire will complete his/her onboarding tasks.

***Note: This field will allow you to select important people on campus for the employee to meet.**