

# *New Student Employee Orientation FAQs*

## **Why are students required to complete this orientation?**

New student employee orientation is an important element of the student employment recruitment and retention process. A new student employee orientation helps workers feel welcome, and assists them in adjusting and understanding policies and procedures while providing all students with the same baseline information.

## **Does this take the place of my department orientation?**

No, you should be holding a separate orientation or training for your new hires around the specifics of how your office functions and the student specific job responsibilities.

## **How will I be reminded to implement this step?**

The [On-Campus Student Employment Checklist \(PDF\)](#) now includes this as a step for both students and hiring managers as a visual reminder to complete.

## **How do students get added to the orientation module?**

After interviewing and deciding on the best candidate for your vacancy, you will need to send the following information to the Assistant Director of Student Employment at [campusjobs@towson.edu](mailto:campusjobs@towson.edu), in an Excel spreadsheet:

- First and last name, TU ID #, Handshake Job ID#, and start date
- Once this is received students will be enrolled and instructed on how to complete the orientation

## **Where do the student go to take the orientation?**

The orientation is available to them via their Blackboard. Once their information is sent from the hiring manager, the Assistant Director of Student Employment will add them to the orientation module allowing them access to a detailed PowerPoint and the follow up assessment.

## **Are there options available for large student groups?**

Yes, if you are hiring more than 10 students at a time you can request this [orientation workshop](#) in a group format. A Career Center staff member will present and facilitate conversation around the topics and this will serve as the orientation requirement.

## **Do students have to take this orientation every year, or with every job?**

No, once a student has taken and passed the orientation they will have satisfied this requirement.

## **Do the students have to pass with a certain grade? How many attempts will they get?**

Yes, student employees must pass the assessment with an 80% or better. Students can take the assessment as many times as it takes to achieve this score.