

STUDENT EMPLOYEE ONBOARDING RESOURCE - FAQs

Beginning fall of 2017, student employees in the Office of Student Life will have access to a curriculum containing two brief onboarding modules in their BuckeyeLearn transcripts. These resources provide students with an overview of Student Life, a welcome from Dr. J, and information about the Student Employment Experience.

What is student employee onboarding?

Onboarding refers to the entire process of integrating a new employee into your organization, and into their specific role. This can include new hire procedures, training and resources, getting to know team members, and more. Though these BuckeyeLearn modules are designed to help welcome new student employees to the Office of Student Life, the modules are only meant to be one component of an onboarding process. Most of the student employee's onboarding experiences will take place at the department/unit level.

What is included in these modules?

The first module welcomes student employees to the Office of Student Life, and features a welcome message from Dr. J, two pages from the Student Life website (About and Departments), and a final quiz. The second module contains a video overviewing the Student Employment Experience (SEE), a link for more information about SEE, and a final quiz. The last module is a link for further student employment resources.

How does my student employee gain access to this onboarding curriculum?

All student employees within the Office of Student Life should have the "Student Employee Onboarding" curriculum automatically added to their [BuckeyeLearn](#) transcripts. All they will need to do is login to BuckeyeLearn.osu.edu using their OSU credentials. From there, they can hover over the "Learning" heading and then select "View Your Transcript".

Are my student employees required to complete these BuckeyeLearn modules?

We are not requiring all Student Life student employees to complete this curriculum. However, individual departments or supervisors may require it to be completed as part of their student employee onboarding process. Keep in mind, if students are required to complete these modules for their job, they need to be supported to do so while on the clock.

How long do the modules take to complete?

The main two modules within the curriculum should not take more than 15 minutes each to complete. The third module is a link to further resources for student employees.

How can I learn whether my students have completed these modules?

If the student employees are listed as your direct reports in the system, you can view their transcripts by hovering your mouse over “Learning” and selecting “Manage Employee Learning” (see screen shot below). This will allow you to view each employee’s transcript individually.

If you’d like to run a report to view all of your employees’ transcript information, you can run a standard report. Information for this can be found in the Manager Guide of “BuckeyeLearn Resources.”

Your student employees may not be listed as your direct reports within BuckeyeLearn for various reasons, including a student holding multiple jobs. If the students are not listed as your direct reports in the system, you can have your students print, or take a screen shot, of their completed status on their course transcript.

