

Undergraduate Supervisor's Two-Weeks-Out Hiring Checklist

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Best practice is for the supervisor to meet with the undergraduate to make sure that all steps have been completed.

Key:

{U} = Undergrad expected to do this/take the lead on it.

{S} = Supervisor expected to see to this.

{A} = Admin (Undergraduate Coordinator) is expected to do this, or to cover it in the undergrad's orientation meeting.

Access

- ☐ Do they (the undergrad) have the keys/fobs that they need? (Sarah Keib manages Kennedy fobs.) {S}

Computing

- ☐ Do they know [how to log into a lab computer](#)? {S,U}
- ☐ Do they have access to all of the network folders that they need? {S}
- ☐ Do they know how to access the necessary folders on a lab computer? {S}
- ☐ Do they know how to access the [CHM KB \(Knowledge Base\)](#)? {S,A}
- ☐ Do they know how to print to the [printer upstairs at Kennedy](#) and the [printer at Brogden](#)? {S,A}
- ☐ Do they know which computers they should use? {S,A}

Training/IRB

- ☐ Did they meet with Jane Lambert for general/admin orientation? {A,U}
- ☐ Did they complete their HIPAA, CITI-HS, and Cybersecurity training? {S,U}
- ☐ Can you see their training HIPAA and CITI-HS records in the [VCRGE Training Information Lookup Tool](#)? {S}
- ☐ Did they watch the MRI safety video (as needed)? {S,U}
- ☐ Have you added them to your study's IRB protocol(s) (& wiki) if needed? {S}
- ☐ [Optional] Did they do any other training that is required for your team/study? {S,U}

Student Hourlies

- ☐ Do they know [how to fill out their HRS timesheet?](#) {A}
- ☐ Has Jane Lambert or CHM Human Resources indicated that their paid appointment is active? {A}
- ☐ Have you and the student read the [CHM Undergrad KB sections](#) on “[Student Requirements \(General\)](#)” and “[Hourly Student \(paid\) Requirements](#)”? {S,U,A}

Research Credit Students

- ☐ Have you scheduled a time to discuss the topic and format of their [semester project](#)? {U,S}
- ☐ Have you discussed the total [number of lab hours](#) they need to work this semester to meet their 45 hours/credit requirement and the number of credits they’ve registered for? {S,U}
- ☐ Do you feel comfortable that you will have enough work available for them to reach this requirement? {S}
- ☐ Does the student feel comfortable that, given their academic courseload and other obligations, they will have enough time to put in those hours by the end of the semester? {U}
- ☐ Do they and you both know [how to record their hours](#)? {S,U}
- ☐ Have they started their own logsheet yet? {U,A}
- ☐ Have you and the student read the [CHM Undergrad KB sections](#) on “[Student Requirements \(General\)](#)” and “[Research Credit Student Requirements](#)” or “[Hourly Student \(paid\) Requirements](#)”? {S,U,A}

Roles and Responsibilities

- ☐ Do they know what you expect them to be working on? {S}
- ☐ Do they know who their direct supervisor is (if not you)? {S}
- ☐ Do they know the amount of hours they will need/be expected to work each week? {S}
- ☐ Have you arranged a weekly work schedule with them? {S,U}

Meetings

- ☐ When and where the [FAN meetings](#) will be? {A}
- ☐ Do they know which of your research team’s meetings they should attend, where, and when? {S}

Space

- ☐ Do they know where the nearest bathrooms are? {S,A}
- ☐ Do they know where the nearest kitchen is? {A}
- ☐ Do they know how to get to work (bus, bike, walk, drive)? For Kennedy workers, go to the [CHM Facilities - Kennedy Building](#) KB and scroll to “Getting to Kennedy.” ({S}
- ☐ Do they know how to find Madison Metro [bus routes](#) and the nearest [bus stops](#)? {S}
- ☐ Are they getting lost or do they not know where something is located? {S,A}

Telephone

- ☐ Do they have appropriate phone access if needed? {S}
- ☐ Do they know where the phone they are expected to use is located? {S}

Climate

- ☐ Have they read on the CHM KB about our [core values and culture](#), including cultivating a prosocial workspace? {S}