Once you have hired a student employee and they are authorized to work, take the following steps to get them approved to work on campus.

**STEP ONE**

Email Human Resources at hr@whitman.edu to let us know in what building the student needs to work.

**STEP TWO**

Human Resources will email the student employee on their next steps (COVID test, COVID training, and community pledge).

**STEP THREE**

Once a student employee has completed necessary steps, HR will notify you and the student employee. The student employee will then begin receiving the daily symptoms checklist.

Contact Human Resources at HR@whitman.edu with any questions.