

## Student Employment Required Trainings

All student employees must complete the trainings listed below to be student employee eligible. Before a student employment contract can be processed, the student employee will need to either 1. Complete the training, or 2. Complete the agreement listed below and submit it to the Student Employment Office. Once an employee has completed the trainings, the Student Employment Coordinator will receive an automatic email, showing the certificate of completion for each training. The certificate(s) will be placed in your personnel file. A description of each training can be found in the Student Employment Handbook, as well as the Supervisor Handbook.

### Agreement:

It is understood by the student employee and the supervisor(s) that all trainings must be completed within their specified timeframes. Failure to complete all trainings listed below can lead to your contract(s) being terminated, until all trainings have been completed.

STUDENT EMPLOYEE NAME (print)

Name	Signature	Student ID #	Date

SUPERVISOR NAME (print)

Name	Signature	Date

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The following trainings must be completed **within one week** of your hire date:

- Sexual Harassment Prevention Training (SHPT)
- Executive Order #54 Training (EO#54)
  - SHPT: <https://www.uwsuper.edu/hr/forms/sexual-harassment.cfm>
  - EO#54: <http://www.uwsuper.edu/hr/forms/eo54.cfm>
  - Follow-up emails will be sent directly to the student employee and their supervisor(s) in regards to incomplete training(s) by the Student Employment Coordinator.

The following trainings must be completed **within 30 days** of your hire date:

- FERPA Training
- Data Security Training
  - Both of these trainings will be assigned to you by the Student Employment Coordinator, after your contract has been processed. You will be asked to complete these trainings via EVERFI (Lawroom).
  - Follow-up emails will be sent directly to the student employee in regards to incomplete training by the Technology Services Department.

Please submit completed agreement forms to the Student Employment Office.

Old Main 110, Belknap & Caltin, PO Box 2000, Superior WI 54880

715-394-8202 or [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu)