

Memo

TO: Student Employee Supervisors

FROM: Student Employment Office (SEO)

RE: New Student Employee Orientation Checklist

Supervisors should discuss the following items with new student employees in their department. A suggested timeline for the various topics is noted below.

Day 1 & 2

General Orientation

- ____ 1. Offer a genuine welcome and an enthusiastic introduction to other employees.
- ____ 2. Give a tour of the department while noting the locations of the following items: work area, rest rooms, drinking fountain, coat rack, medical supplies, fire exits, fire extinguishers, employee entrances, etc.
- ____ 3. Discuss work schedule, including when the employee will be expected to arrive and leave, procedures for absence/substitution policy, taking breaks, and other department project timelines/schedules.
- ____ 4. Show employee how to utilize the timeclock to record work hours and review departmental procedures for reporting missed punches or making corrections to work hours recorded.
- ____ 5. Direct employee to the Student Employment Office (LH 212) to complete student employment forms (I-9, Federal W-4, State W-4, Direct Deposit/Student Account Deduction Agreement) within the first three days of employment.

Career Building Skills

- ____ 6. Review job description with employee. Provide employee with a copy.
- ____ 7. Emphasize how career building skills (such as communication, analytical, teamwork, and technical skills) are used on the job and reflected in the duties listed on the job description.
- ____ 8. Give the first work assignment to the employee. Instruct employee who to ask for assistance if there are problems or questions.
- ____ 9. Visit with the new employee at the end of their first work shift:
 - a. Ask employee for impressions of the first day of work.
 - b. Provide honest feedback in a positive manner.
 - c. Provide employee with assurance and express confidence in their ability.
 - d. Show understanding if the employee encountered initial challenges.

Notes:

Day 3

Work Ethic & Communication

- ____ 1. Emphasize the importance of a strong work ethic, regular attendance, and punctuality.
- ____ 2. Discuss the importance of good communication, feedback, and regular performance appraisals.
- ____ 3. Explain departmental policies, including dress, use of the office phones and supplies, cell phones, internet, confidentiality, etc.
- ____ 4. Review safety guidelines and procedures. Remind employee that all injuries must be reported to the HR Office (LH 203) immediately.

Notes:

Day 4

Teamwork

- ____ 1. Emphasize the importance of teamwork.
- ____ 2. Describe the general function of the department and how it ties into the College's overall mission statement.
- ____ 3. Describe the various functions of other employees in the department and how they all work together.
- ____ 4. Describe the interrelation of the department with other departments. Introduce the employee to persons in other departments with whom the employee may serve and have contact.

Notes:

Day 5

Service

- ____ 1. Emphasize the importance of service. Identify all of the department's customers and guests.
- ____ 2. Express the importance of the employee's job and how it ties to the College's overall mission statement.
- ____ 3. Explain the impact the employee's position and performance can have on other people, departments, and procedures. Share expected standards of performance.

Notes:

Beginning of Week 2

Job Performance

- ____ 1. Visit with the employee regarding their progress over the first week.
- ____ 2. Acknowledge employee's strong skill sets based on job performance.
- ____ 3. Review challenges that employee has encountered on the job.
- ____ 4. Discuss ways in which job performance can be improved.
- ____ 5. Communicate how employee is doing in regards to meeting the overall expected standards of performance.

Notes:

I acknowledge that all applicable checklist items have been covered as indicated by the checkmarks above and my signature below.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department: _____