



Student Employee Orientation Checklist

Employee: _____ Supervisor: _____

Position: _____ Department: _____

Start Date: _____ Division: _____

Department Delivery

Supervisor needs to review the following with a new student employee during the first week of employment.

DEPARTMENTAL BACKGROUND

- Introduction to key department contacts
- Information on location of facilities: coat room, emergency equipment, emergency exits, office supplies, lunch area, mail room, bulletin boards, telephone, restrooms.

PAYROLL

- 2-week lag payroll (see payroll calendar)
- Pay days and procedures for paycheck distribution
- Direct deposit availability

ORGANIZATIONAL POLICIES

- Sexual Harassment
- Alcohol and Substance Abuse in the Workplace
- Computing and Network Access Policies
- Smoke-free Workplace
- Workplace Violence Prevention
- Confidential Information Policy Obtain signed Confidentiality Statement (maintain in department file)

DISCUSS WORK STANDARDS AND EXPECTATIONS

- Hours of work and time reporting
- Meal period and break times (if applicable)
- Telephone/computer use
- Mail handling
- Attendance, punctuality, absences
- Dress and appearance
- Scheduling time off
- Reporting work injuries

DISCUSS JOB CONTENT

- Job description and performance standards
- On-the-job training procedures

OFFICE PROCEDURES, EQUIPMENT AND TRAINING

- Demonstrate/show how to operate: computer, telephone, copy machine, fax machine, etc.
- Arrange computer access
- Arrange telephone access
- Discuss appropriate use of college equipment and supplies
- Other: _____

EXPLAIN DEPARTMENTAL SAFETY AND EMERGENCY PROCEDURES

- Emergency preparedness/building evacuation plan
- Equipment use
- Fire safety
- Location of hazardous materials (materials safety data sheets), if applicable
- Personal protective equipment, if applicable
- Lifting
- Security
- Utilities
- Other: _____

SIGNATURES	DATES
Supervisor	
Student Employee	

This checklist is a guide for everyone involved in the orientation process.
Please retain a completed copy of the checklist in the departmental file.