

Orient: Department Checklist for New Student Staff Members

As a campus supervisor you have an opportunity to impact students' career and academic success by adding quality and meaning to the student employment experience. This checklist provides suggestions to help you make those first few days productive, positive, and to set the tone for the staff member's employment experience.

Before Your New Student Staff Member Arrives

- ☐ Send an e-mail announcement for appropriate work groups about the new staff member's arrival.
- ☐ Prepare a clean workstation stocked with appropriate supplies (if applicable).
- ☐ Develop a thorough orientation program.

Department Orientation with New Student Staff Member

- ☐ Ensure that necessary items are completed and returned to Career and Employment Services so the student will be authorized for payroll. These may include the Online [Interview Evaluation](#), and/or [I-9 form](#).
- ☐ Provide a general orientation to the purpose and operation of the department and explain departmental goals.
- ☐ Introduce the student to the other staff members and give a brief explanation of what each person does.
- ☐ Provide a written job description and follow up with verbal instructions on typical duties. A well-written job description can set the stage for a smooth and efficient work experience and provide a format for training and evaluation. Demonstrate proper procedures, reinforcing instructions with examples.
- ☐ Establish the basic conditions of employment, including rate of pay, work schedules, job duration, and attendance requirements. Explain procedures to follow if employee must be late or absent.
- ☐ Review department procedures for entering time worked in myPugetSound.
- ☐ Explain office rules and regulations, including policies concerning breaks and telephone usage. Discuss dress code, if any.
- ☐ Tell the student when and how work performance will be evaluated. List grounds for corrective action.
- ☐ Give a tour of the physical surroundings and show where to put personal belongings.
- ☐ Review how to handle confidential information. Ask the staff member to review and sign the "[Non-Disclosure and Confidentiality Agreement](#)." Once signed, the form is retained by the hiring department.
- ☐ Review any other university policies or external regulations relevant to the work the student will be doing in your department.
- ☐ Ask any new student staff member to complete the assigned compliance training course covering Discrimination Awareness in the Workplace, accessed from the *Compliance Training - Students and Student Staff* tile at login.pugetsound.edu. Certificates of completion should be retained in your department files and students will be required to complete the trainings annually for the duration of their employment.
- ☐ Review departmental safety practices and show the location of the university's [Workplace Safety](#) information, the [Emergency Response Management Plan](#), the university's [Inclement Weather](#) policy and the Safety and Health Manual (if applicable) in the department.
- ☐ Consider putting departmental information and work expectations in writing, so that you and the student staff member have a written document to which to refer. Some departments have developed handbooks or work agreements that are useful tools to clarify performance expectations.