



Student Employee Orientation Checklist

This checklist is to serve as a guide for new student employee orientation; however, it is not an exhaustive list. Remember to provide clear and consistent messages as the orientation sets the tone for the employment experience.

Welcome

- Send an email to department employees introducing new student employee
- Schedule sufficient uninterrupted time and space for review and training

Work Space & Technology

- Obtain technology access and accounts (network access, email, PeopleSoft access)
- Telephone extension and voicemail access
- Determine need for computer equipment, telephone equipment, keys, files, supplies
- Building/office access

Department Orientation

Introduce Department Functions:

- Organization, structure, and mission of the department (use of an org chart is helpful)
- Relationship of the department to other university departments
- The new employee's role in relationship to other roles in the department, who to contact for various issues
- Goals, current priorities and operational activities of the department
- Tour of department, introductions, facilities, restrooms, supply cabinet, copy/fax machines

Review Job Duties & Responsibilities:

- Current job description, initial goals, expected results
- Performance standards, evaluation procedures, how to overcome common problems
- Daily work hours, Midterm/Finals schedule expectations, overtime needs and extra assignment requirements
- Provide employee with job training and cross training
- Ensure student maintains compliance with work hour and enrollment requirements

Policies & Procedures:

- Policies & Procedures unique to job and/or department
- Review [University Policies & Procedures](#) and the [M-Book](#) (Student Code of Conduct)
- Building evacuation procedures
- Time reporting, Breaks, Lunch duration/time
- Voicemail, Email, Private and Public network drives/directories, University Directory
- Any additional unwritten rules

University Tools

- Payroll and Timesheets:* Have students review the [slideshow](#) on entering hours and payroll related [calendars](#)
- [Division of Information Technology](#): Review help materials on Outlook, telephone and network access