



Student Employee Orientation Checklist

The following checklist may be helpful in orienting new employees to your department.

IMMEDIATE CONCERN

Working Hours

- _____ completed an Authorization at Student Employment?
- _____ scheduled hours
- _____ department's policy on attendance and lateness
- _____ lunch and break schedule
- _____ opportunities to work breaks and summer

Paydays

- _____ when the first paycheck will come
- _____ how often the employee will be paid
- _____ period covered by the first and subsequent paychecks
- _____ tracking paychecks and earnings

THE ORGANIZATION

The College's Structure

- _____ The College and its mission and services
- _____ Your division
- _____ The department
- _____ The specific unit and job

Introductions

- _____ Co-workers
- _____ Department Management
- _____ People in other departments the employee will contact

Departmental Objectives

- _____ Responsibilities of each unit
- _____ How the units interact to meet the department's goals
- _____ How the employee's job fits in

Departmental Policies

- _____ Work Flow
- _____ Special procedures, such as filing or safety
- _____ Use of telephones, computers, forms, office equipment
- _____ Dress code, professional behavior

THE JOB

The Employee's Job Classification

- _____ What it means
- _____ How it relates to others in the department
- _____ The salary range it represents
- _____ Possible career paths within the department

Responsibilities

- _____ Responsibilities listed in the job description
- _____ Expected results and how they will be evaluated

PAY POLICIES

Merit Increases

- _____ Frequency of reviews
- _____ How increase decisions will be made

Performance Appraisal

- _____ Purpose
- _____ Frequency
- _____ Relation to merit increases

Holidays and Personal Days

- _____ Holidays observed by the College
- _____ Staffing and pay during holidays
- _____ Excused time off (your position on academic vs. job responsibilities)

Illness

- _____ Who to notify and how, scheduling substitutes
- _____ If the supervisor is absent

THE FUTURE

Promotion Opportunities

- _____ How and where opportunities will be posted
- _____ Eligibility requirements
- _____ Opportunities within the department
- _____ Opportunities elsewhere at the College

PERSONAL MATTERS

Communication

- _____ The importance of continuing communication between employees and supervisor
- _____ Orientation manual (available in some departments)

Privacy/Confidentiality

- _____ Collecting information
- _____ Records maintained
- _____ Employee access to records, student access to records

Security

- _____ Access controls, passwords
- _____ Standards of behavior, ethics, consequences of breaches

Adapted from How to Write a Supervisor's Manual, Institute for Management