

Training Checklist

(for New Student Employees)

The success of a new staff member depends on how well they are trained. With this in mind the following checklist is designed to help you better train your new student employees. Please feel free to add, delete, or adjust this checklist to meet the needs of your department, of

Tours & Introductions

- Restrooms
- Lunch Room
- Layout of the work area
- Where to put coats, books, etc.
- Staff introductions

Office Protocol

- Dress code
- Daily duties (expectations & consequences)
- Chain of command (who does the student report to?)
- Time & attendance
- Handling confidential information
- Visitor policy (can friends stop by to chat?)

Phone Usage

- Phone etiquette
- Transferring calls
- Taking messages
- Important numbers
- Personal use (can students make/receive personal calls: long distance, etc.)

Computer/Fax

- How to send a fax (what's our fax number?)
- Copy machine (how to use & personal use policy)
- Passwords & security
- Computer use (checking personal email, doing homework surfing the net, etc. – ALLOWED?)

Frequently Asked Questions

- How do I get paid? (Payroll forms, I-9, timecards, etc.)
- Need tax forms? (student earnings are taxable, including Federal Work Study)
- Breaks....Do I get paid for lunch?