### STUDENT ORIENTATION CHECKLIST

**Name of Student Employee:** ________________________________  **Date:** ________________

#### INTRODUCTIONS

- To Administrative Staff
- To Co-Workers
- To Other Department Staff

#### WORK AREA

- Tour of Area/Building
- Lunch/Break/Restroom Areas
- Overview of Department/Unit
- Storage of Personal Property
- Emergency Procedures and Exits

#### PERSONNEL

- Starting and Quitting Time
- Sign In/Out Procedures
- Lunch/Break Periods
- Daily Work Schedule
- Reporting Tardiness and Absence
- Reporting Time Procedure
- Payday Schedule
- Reporting On-The-Job Injury
- Performance Evaluations
- Salary Increases

#### JOB REVIEW

- List and Describe Duties
- Explain Job Functions
- Relation of Job within Department
- Relation of Job within Campus Community
- Proper Use/Care of Equipment
- Opening/Closing Procedures

#### DEPARTMENT POLICIES

- Office Etiquette
- Handling of Confidential Information
- Dress Code
- Personal Telephone Calls
- Personal Visitors
- Usage of Computers/E-Mail
- Use of Office Equipment

---

**Student Employee Signature** ________________________________  **Date**

**Staff Conducting Orientation** ________________________________  **Date**