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CAL STATE LA STUDENT EMPLOYMENT PROGRAM ORIENTATION CHECKLIST

Name of Student Employee:

Date:

INTRODUCTIONS	
<input type="checkbox"/> To Administrative Staff <input type="checkbox"/> To Co-Workers <input type="checkbox"/> To Other Department Staff	
WORK AREA	
<input type="checkbox"/> Tour of Area/Building <input type="checkbox"/> Lunch/Break/Restroom Areas <input type="checkbox"/> Overview of Department/Unit <input type="checkbox"/> Storage of Personal Property <input type="checkbox"/> Emergency Procedures and Exits	
PERSONNEL	
<input type="checkbox"/> Starting and Quitting Time <input type="checkbox"/> Sign In/Out Procedures <input type="checkbox"/> Lunch/Break Periods <input type="checkbox"/> Daily Work Schedule <input type="checkbox"/> Reporting Tardiness and Absence	<input type="checkbox"/> Reporting Time Procedure <input type="checkbox"/> Payday Schedule <input type="checkbox"/> Reporting On-The-Job Injury <input type="checkbox"/> Performance Evaluations <input type="checkbox"/> Salary Increases
JOB REVIEW	
<input type="checkbox"/> List and Describe Duties <input type="checkbox"/> Explain Job Functions <input type="checkbox"/> Relation of Job within Department	<input type="checkbox"/> Proper Use/Care of Equipment <input type="checkbox"/> Opening/Closing Procedures <input type="checkbox"/> Relation of Job within Campus Community
DEPARTMENT POLICIES	
<input type="checkbox"/> Office Etiquette <input type="checkbox"/> Explain Job Functions <input type="checkbox"/> Dress Code <input type="checkbox"/> Personal Telephone Calls	<input type="checkbox"/> Personal Visitors <input type="checkbox"/> Usage of Computers/E-mail <input type="checkbox"/> Use of Office Equipment

Student Employee Signature

Date:

Staff Conducting Orientation

Date: