California State University, Los Angeles
Career Development Center

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