Employer’s New Student Employee Checklist

Career Services
Rusk Building, 3rd floor • 936.468.3305 • careerservices@sfasu.edu

This checklist is to serve as a standardized guide for acclimating a new student employee to your department. This is not an exhaustive list. Please remember to provide clear and consistent messages to your student employee, as the orientation they have attended has set the tone and framework for the employment experience.

Name: ___________________________________________ Date of Orientation: __________________________

This student employee has successfully completed Advancing Students As Professionals (ASAP)! Here’s what was covered:

- Customer service  - Angry people  - Professionalism
- Punctuality  - Acceptable dress  - Confidentiality
- Telephone etiquette  - Visitors & homework at work  - Requesting time off & break time
- Internet and email usage  - Ethics  - SFA Policies and Procedures

Hiring Paperwork
- Complete hiring paperwork online, deliver paperwork to Human Resources prior to beginning first work day
- Complete EEO training through Human Resources within the first 30 days of employment

Welcome
- Send an e-mail to department employees introducing new student employee
- Schedule sufficient uninterrupted time and space for review and training

Work Space and Technology
- Obtain technology access and accounts (ex. network access, Banner access)
- Determine need for equipment, including computer, telephone, keys, files, supplies, etc.
- Verify suitable building and office access

Introduce Department Functions
- Discuss department organization, structure and mission (An organizational chart may be helpful)
- Convey relationship of the department and student employee’s role to other university entities
- Supply support on who to contact for common issues or problems
- Indicate goals, current priorities and operational activities of the department
- Give a tour of the department, including restrooms, supply cabinet, copy/fax machines, etc.; Make introductions
- Provide telephone extension, voicemail and email access information

Review Job Duties and Responsibilities
- Review current job description, initial goals and expected results
- Discuss performance standards and evaluation procedures
- Clearly communicate daily work hours, as well as finals, semester break and holiday work expectations
- Provide student employee with any additional job training and cross training

Policies and Procedures
- Review departmental Policies and Procedures unique to job and/or department
- Review university Policies and Procedures (Those where student employee is in the scope) http://www.sfasu.edu/policies
- Ensure student maintains compliance with work hour and enrollment requirements
- Indicate building evacuation and emergency situation procedures
- Discuss process of time reporting, and time allotted for breaks and/or lunch
- Provide access to voicemail, e-mail, private and public network drives, university directory, etc.
- Disclose any additional “unwritten rules”

Career Services
- Encourage student employee to attend professional development workshops
- Submit a Student Employee of the Year recommendation on behalf of the student employee during the Spring semester
- Encourage student employee to update their resume and have it critiqued throughout their career at SFA