**Checklist for Student Worker Orientation**

*Prior to the student’s first day:*

* Inform other employees in the department about who the student is, their work schedule, and their responsibilities.
* Prepare a work station or area for the student. Consider:
	+ What supplies or equipment do they need?
	+ Where can they put their coat/bag?

*Meet with student on their first day to:*

* Give a tour of the office
* Introduce department staff
* Explain department structure. Who is their alternate supervisor if you are not available?
* Outline basic office policies and procedures
* Show locations of photocopier, supplies, restroom, etc.
* Provide tutorial on how to use office equipment
* Go over what other offices are in the building or other offices you work closely with
* Review job responsibilities
* Demonstrate how to answer the phone (if part of job responsibilities)
* Discuss expectations:
	+ What the student can expect from their supervisor and the staff
	+ What the supervisor and staff expect from student workers
	+ Can students study or eat at work?
	+ Confidentiality
	+ Dress code
* Discuss how and when to submit timesheets
* Explain policy/procedure for calling in sick/calling off work
* Go over any other important policies and procedures (including what to do in an emergency)
* Answer any questions the student may have