**Sample Student Job Expectations**

* Establish a work schedule that does not interfere with your class schedule.
* Notify your supervisor in advance of any changes to your work schedule or other commitments that will affect work availability.
* Give advance notice when unable to work a scheduled shift.
* Report to work on time. Notify your supervisor in advance of any possible delays.
* Take the job seriously and perform to the best of your ability.
* Treat your supervisor and fellow employees with respect.
* Dress appropriately for the job.
* Do not conduct personal business on the job.
* Refrain from using your cell phone while on the job.
* Accurately report the hours you work. Falsifying your timesheet is a federal offense.
* Give two weeks’ notice if resigning.
* When you complete a task, take initiative and ask if there is anything else you can do.
* Never share private, sensitive or confidential information with anyone who is not required to know the information.