New Student Employee Checklist

Department supervisors must review the following topics with their new student employees (policies, procedures, guidelines) as part of their new hire training. **This training must be paid.** Supervisors: For auditing purposes, this form must be maintained in the student’s employment file with the appropriate signatures acknowledging the completion of this training.

Student Name: ______________________________ Date of Hire: _____________________________
Student CWID: ______________________________ Department: ______________________________
Hiring Supervisor: ______________________________

**Please note that students cannot begin work until the hiring department has received an approval e-mail notification from Payroll**

First Day of Work Checklist

Tour:
- Bathrooms
- Primary work location
- Where to place personal items
- Supply areas
- Introduce to faculty/staff
- Break room
- Offices that are in the department
- Location of fax/copy machine

Phones:
- How to transfer calls
- Taking messages
- Phone etiquette
- Important numbers
- Personal cell phone usage

Computers
- Log on
- What programs are used the most
- Office usages policies (i.e., can students check personal e-mail, do schoolwork, surf the net?)

Office Etiquette:
- Dress Attire
- Reporting Time Worked
- Daily duties
- Relaying information to coworkers
- Visitor policy (can friends stop by?)
- Punctuality (call in procedures)
- Taking Breaks/Lunch (review policy)
- Requesting time off (vacation, doctor appointment, rescheduling work hours due to exams)

<table>
<thead>
<tr>
<th>Student Break Policy:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Hours</td>
<td>Breaks</td>
</tr>
<tr>
<td>Worked</td>
<td></td>
</tr>
<tr>
<td>4 hours or more</td>
<td>15 minute break</td>
</tr>
<tr>
<td>Over 6 hours</td>
<td>At least 30 min. lunch &amp; 15 min. break</td>
</tr>
<tr>
<td>8-10 hours</td>
<td>At least 30 min. lunch &amp; two 15 min. breaks</td>
</tr>
</tbody>
</table>

Discuss department’s emergency procedures.
- Location of first aid kit, fire extinguishers, Emergency Exits
- Emergency and Evacuation procedures
Confidentiality Training (in addition to Employee Training Center Data Security & Privacy training)

- Discuss department confidentiality procedures
- Discuss department’s expectations when handling confidential information and documents (i.e. shredding info vs. throwing away, locking computer, etc.)
  - Please note that the “Information Practices Act” form is completed by student employees when finalizing new hire paperwork with Payroll
- Review what documentation/information is considered confidential.

Online Compliance Training (Mandatory)

Training is provided by the Employee Training Center for all new student employees. Students will receive e-mails regarding these mandatory trainings (This occurs up to 48 hours after finalizing their employment in the CMS). Students should complete all trainings from the Employee Training Center during work hours.

- Department will schedule time during first day/week for student employees to complete the following trainings

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Estimated Time</th>
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</thead>
<tbody>
<tr>
<td>EDU: Eliminate Campus Sexual Misconduct (CSU)</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Data Security &amp; Privacy</td>
<td>30 minutes</td>
</tr>
<tr>
<td>CSU: Preventing Discrimination and Harassment for Non-Supervisors</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Campus Health and Safety Requirements - Online</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Defensive Driver Training - Online</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>

I acknowledge that the above topics have been adequately discussed and that job expectations have been clearly communicated. I understand that failure to complete the mandatory training may result in suspension or termination of employment.

Student Employee’s Name: ________________________________

Student Employee’s Signature: ______________________________

Date: __________________________

*Please keep this document in your departmental employee file.*