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)

Student Break Policy:	
Continuous Hours Worked	Breaks
4 hours or more	15 minute break
Over 6 hours	At least 30 min. lunch & 15 min. break
8-10 hours	At least 30 min. lunch & two 15 min. breaks

Discuss department's emergency procedures.
- ☐ Location of first aid kit, fire extinguishers, Emergency Exits
- ☐ Emergency and Evacuation procedures

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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

Course Description	Estimated Time
EDU: Eliminate Campus Sexual Misconduct (CSU)	30 minutes
Data Security & Privacy	30 minutes
CSU: Preventing Discrimination and Harassment for Non-Supervisors	30 minutes
Campus Health and Safety Requirements - Online	40 minutes
Defensive Driver Training- Online	45 minutes

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.