



## 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:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Bathrooms                     | <input type="checkbox"/> Supply areas               | <input type="checkbox"/> Offices that are in the department |
| <input type="checkbox"/> Primary work location         | <input type="checkbox"/> Introduce to faculty/staff | <input type="checkbox"/> Location of fax/copy machine       |
| <input type="checkbox"/> Where to place personal items | <input type="checkbox"/> Break room                 |   |

**Phones:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> How to transfer calls | <input type="checkbox"/> Phone etiquette   | <input type="checkbox"/> Personal cell phone usage |
| <input type="checkbox"/> Taking messages       | <input type="checkbox"/> Important numbers |  |

**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

**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.*