**DEPARTMENT ORIENTATION CHECKLIST: STUDENT STAFF**

**New Employee Name:** ____________________________  **ID:** __________________  **Hire Date:** _______________

**Position:** __________________________  **Department:** __________________________  **Supervisor:** __________________________

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**Date Completed/Item Initial of Supervisor**

- Welcome new employee, give tour of the building, department, and new employee’s work area.
- Show employee where he/she may store his/her personal belongings.
- Point out the location of rest rooms, lunch room, break room, water fountain, lockers, vending machines, supplies, etc.
- Introduce to department co-workers and personnel in other departments with whom the person will work.
- Give an overview of the department, its function and the role(s) it plays in the organization.

**Discuss departmental standards:**

- Hours of work
- Overtime authorization
- Lunch break, other breaks
- Attendance — reporting illness/absence (who to call and when punctuality, how to record time worked, timesheet due dates)
- Telephone calls; personal; procedures for answering phone
- Confidentiality requirements
- Acceptable dress
- Customer Service
- Specific departmental rules and standards of conduct

**Safety Instructions:**

- Rules
- Equipment
- Location of First Aid kits
- Location of Fire Extinguishers and Exits
- Location of tornado shelter for employee’s work area
- Accident reporting
- Department specific safety rules

**Review the Employee's Job Duties:**

- Purpose of the position
- Relationship of the position with other jobs
- Review the job description
- Explain the job standards (Go over Staff Work Rules)
- Explain the job priorities
- Review the performance evaluation form with employee
- Have student complete self pre-assessment of job skills (Optional)

**FERPA Training (If applicable):**

- Employee completes on-line FERPA (privacy) training

**Staff Policy Handbook:**

- Employee shown how to access the staff policy manual online.
- Employee has reviewed the staff policy manual
- Employee signs acknowledgement form to indicate the policy manual has been reviewed. Form attached to this checklist and sent to Human Resources.
- Department/position-specific training, i.e. Jenzabar use, computer files, hard-copy files, office procedures, clock-in-out procedures (if required)
- Questions from New Employee

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**Checklist Completed:**

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**Employee Signature/Date**

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**Supervisor Signature/Date**