

## Orientation

### The departmental orientation should consist of three parts:

1. A brief overview of department's purpose, structure and organization.
2. Specifics of the student's job (duties, responsibilities, pay, and hours per week).
3. Office rules and regulations (dress code, how to schedule time off, who to contact if ill, and grounds for disciplinary action).

This orientation does not need to be lengthy, but it will be to your benefit to spend this time ensuring that the students know the basics before they start performing tasks.

### Orientation Forms

It may be useful to give students some information about FERPA if they will be working with student records, or will be in contact with students. You can find more information about FERPA [here](#).

### Orientation Checklist

Your student employees will only be as effective as the training they receive. With this in mind, the following checklist was designed to help you better prepare your student employees for their jobs. Each department and position have their own unique duties and responsibilities; this checklist can serve as a guide as you develop your own.

### Tours and Introductions

- Restrooms
- Lunch room or break room
- Where to put books, backpacks, etc.
- Where extra supplies are kept
- Faculty/staff/co-workers
- Other people who may share space or equipment

### Phone/Fax

- Transferring calls
- Taking messages
- Phone etiquette
- Important numbers/office web address
- Phone use (policy for personal calls)

- How to send a fax, the department's fax number
- Copy machine (how-to and policy for personal use)

### Computers

- Logging on and off (passwords, security, energy conservation)
- Office usage policy (may students check email, do homework, surf the web?)

### Office Etiquette and Procedures

- Dress code
- Eating/drinking at desk (is it allowed?)
- Daily duties (expectations and consequences)
- Visitor policy (may friends stop by to chat?)

### Money Questions

- How to submit work time in Workday
- Pay dates
- Direct deposit vs pay check
- Breaks: When? How many? How long? Lunch? Are breaks paid?