

OVERVIEW OF DEPARTMENT

- Mission of Department _____
- Organizational chart and job responsibilities of staff members _____
- Other areas office interacts with _____
- Procedure manual _____

PHYSICAL SURROUNDINGS

- Introduction to co-workers _____
- Work area _____
- Location of equipment, supplies, restroom, break area, etc _____
- Information about nearby departments (to better answer customer's questions) _____

DAILY JOB EXPECTATIONS

- Work hours - daily and weekly _____
- TimeTraq system _____
- Dress code _____
- Punctuality _____
- Behavior/conduct on the job (i.e. gossiping) _____
- Confidentiality (signed document) _____
- Statement of Understanding (signed document) _____

SPECIFICS ABOUT PERFORMING REQUIRED TASKS

- Operating the phone, taking and forwarding messages _____
- Operating computer system, copier, fax, register, etc. _____

UNIVERSITY ACCESS PROVIDED TO STUDENT

	Date provided to student	Date retrieved from student
Network login	_____	_____
Datatel login	_____	_____
Key	_____	_____
Other	_____	_____