SUGGESTED ORIENTATION AND TRAINING CHECKLIST

OVERVIEW OF DEPARTMENT
☐ Mission of Department
☐ Organizational chart and job responsibilities of staff members
☐ Other areas with which the office interacts
☐ 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
☐ Recording hours/timesheets - when they are due, where to pick up checks and what hours payroll is open.
☐ Dress code
☐ Punctuality
☐ Behavior/conduct on the job
☐ Confidentiality

SPECIFICS ABOUT PERFORMING REQUIRED TASKS
☐ Operating the phone, taking and forwarding messages
☐ Operating other office equipment: computer system, copier, fax, register, etc.

FEEDBACK/EVALUATIONS/COMPENSATION
☐ Informal and formal employee feedback (use of student evaluation form)
☐ Behaviors and actions worthy of immediate dismissal
☐ Potential for raise
☐ Summarize expectations in the “Statement of Understanding”

Questions?
Contact Student Employment Services
CC113
806.651.2397