New Student Employee Checklist

All students must fill out the proper new hire paperwork with prior to employment and must receive LACCD clearance. Once completed, Department Supervisors must review with their new student employees the following topics (policies, procedures, guidelines) as part of their new hire training.

Student Name: _____ Start Date: _____

Student ID: _____ Department: _____

Hiring Supervisor: _____

First Day of Work Checklist

Tour:

____Bathrooms
____Where to put personal belongings
____Where extra supplies are kept
____Introduce to faculty/staff in Department
____Offices that are in the department
____Location of fax machine, copy machine, shredder

Phones:

____How to transfer calls
____Taking messages
____Phone etiquette
____Important numbers
____Personal cell phone usage

Computers:

____How to Log on and/or shut down for the day
____What programs are used the most
____Office usages policies (i.e., can students check their e-mail, do homework, surf the net?)

Office Etiquette:

____Dress Attire
____Reporting Time Worked/Timesheets
____Daily duties
____Relaying information to coworkers
____Visitors policy (can friends stop by?)
____Punctuality (call in procedures)
____Taking Breaks/Lunch (and understanding the policy)
____Requesting time off (vacation, doctor appointment, rescheduling work hours due to exams)

Campus Safety

____Discuss department's emergency procedures.

- Location of first aid kit
- Location of fire extinguishers
- Location of Emergency Exits
- Emergency Procedures

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 Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____