

New Work-Study Student Intern Orientation Checklist

The following checklist may be helpful in orienting new Work-Study Student Intern to your organization.

Immediate Concerns

_____ Working Hours

- Scheduled hours
- Organization's policy on attendance and lateness
- Lunch and break schedules

_____ Paydays

- Timesheet information
- When and where the first paycheck will come
- How often the employee will be paid
- Period covered by the first and subsequent paychecks

_____ Privacy/Confidentiality

- Collecting Information
- Records maintained
- Employee access to records, student access to records

_____ Chain-of-Command

- Immediate supervisor
- Successive lines of authority

_____ Security

- Access controls, passwords
- Standards or behavior, ethics, consequences of breaches

_____ Emergencies

- Reporting process
- Action to take

The Organization

_____ Organizational Structure

- Your division/department within the organization's structure
 - The department
 - The specific unit and job

_____ Introductions

- Co-workers

- Department management staff
- People in other departments the student assistant will interact with

Department Objectives

- Responsibilities of each unit
- How units interact to meet organization's goals
- How the Work-Study Student Intern job fits in
- Commitment to quality customer service

Communication

- Importance of ongoing communication between student employee and supervisor
- Orientation manual (available in some organizations)

Policies- Relating to:

- Workflow
- Special procedures, such as filing or safety
- Use of telephones, computers, forms, office equipment, and supplies
- Sexual misconduct and sexual harassment

The Job

The Student Employee's Job

- What it means to the mission of the organization
- How it relates to others in the department (clarify who is supervisor/assigns work)
- The salary range it represents
- Possible job/career paths within the organization

Responsibilities

- Responsibilities listed in the job description
- Expected results and how they will be evaluated

Pay Policies

Holidays and Time Off

- Holidays observed by the university and the organization
- Excused time off (Anticipated time of return)

Illness

- Who to notify and how
- What to do if supervisor is absent