EXAMPLE CHECKLIST FOR SUPERVISORS

Supervisors will want to develop a checklist that is specific to your office and the student’s job.

☐ Discuss your expectations
   ▪ Consistent attendance
   ▪ Student employees should adhere to quality standards
   ▪ They should ask if there is any other work, if they finish an assignment
   ▪ Customer service expectations: professional and pleasant attitude while at work.
     Students, faculty, prospective students, and staff must be treated with respect.

☐ Review the procedures with your employee. (You should have them written down or posted somewhere in the department.)
   ▪ Emergency and safety procedures
   ▪ FERPA Guidelines
   ▪ Dress Code
   ▪ Reporting time on their time sheet
   ▪ Calling in if they are late or if they cannot make it in to work

☐ Training on the office equipment and professional etiquette.

☐ Introduce the student to your “back-up” for time entry and timesheet signatures and to who they should report if you are out of the office.

☐ Introduce them to other employees they will be working with.

☐ Create a schedule of the daily routines in the office and an explanation of each routine.

☐ Create a list of important phone numbers and names of people in your department.

☐ Create a list and a description of all forms used in your office.

☐ Make sure that the student employee has a workstation, phone and computer (all the tools they need to be a successful employee).

☐ Make certain the student has been set up with an email account and appropriate Banner Access. (They must complete Banner Basics, if they have not had a Banner Account previously.)

☐ Explain the phone system (refer to the instructions in the Phone Directory) and make sure that they know how to use all the office equipment needed for their job.

☐ Plan the student’s work assignments. Provide clear guidelines and deadlines for assignments.
   It may be helpful to have work ready for them when they report for work each day.

☐ As a supervisor you must be able to delegate assignments to others and trust others to assist you. Give student employees work. Otherwise it will be a waste of time and money for both you and the student employee.