



Orientation Checklist for Student Assistants

Supervisors play an important role in students' future employment success and should make every effort to encourage Student Assistants to develop characteristics of good judgment, dependability, initiative and responsibility.

Usually on the first day of work, the immediate supervisor should set up an orientation session to communicate the expectations and responsibilities of the Student Assistant. If feasible, introducing the Student Assistant to other members of the staff and explaining the line of authority within the department would help students familiarize themselves with co-workers. It is important to supply the student with the names and positions of department staff and to explain working conditions, such as breaks, meal times, dress code if any, and how to report absences or tardiness. The supervisor should go through work procedures and explain everything in detail to the Student Assistant without assuming prior knowledge by the student. Asking for feedback is the best way to make sure that instructions are understood.

It may also be useful to provide a short manual or checklist available to the Student Assistants explaining their duties and responsibilities.

The Department

- Introduction of co-workers
- Location of restrooms, water fountains, vending machine, employee lounge
- Where to keep personal belongings or other valuables
- Assign keys (if necessary)
- Lunch and breaks, when and where
- Use of personal electronics at work
- Eating/drinking at the work station
- Conduct and appearance
- Provide employee with job description/work training
- Discuss expectations: for student, of supervisor

Administrative Details

- Work schedule
- Location of department policy and procedures manuals
- Discuss Library media policy: <http://www.lib.unc.edu/blogs/news/index.php/media-policy/>
- Use of/how to use email
- Use of/how to use library online catalog
- Complete EHS Training and return certificate to LPO within 30 days

Attendance and Leave

- Whom/when to notify about illness or tardiness
- How to make schedule changes, or contact others to fill shifts