



ON-CAMPUS EMPLOYMENT – STUDENT ASSISTANT

ORIENTATION CHECKLIST

This check list is designed to help departments familiarize student assistants to a new work environment and open communication lines for a positive work experience for both the student and supervisor.

Complete the following. Give a copy to the student assistant and keep the original for your files.

SECTION I: Student and Department Information

Student Name:	VSU ID:
Job Title:	Department:

SECTION II: Orientation Checklist

The following items have been explained to the student assistant by his or her current supervisor.

- Duties and Responsibilities
- Office Rules and Regulations
- Grounds for Disciplinary Action
- Arranging for Time Off
- Calling in Sick
- Performance Evaluations
- Changing Work Schedule
- Dress Code
- Time Sheet Procedures

SECTION III: Supervisor & Student Signatures

The following signatures indicate a mutual understanding of what is expected of the student assistant by his or her current supervisor while the student is employed in a specific department.

Student Signature

Date

Supervisor Signature

Date