

Orientation and Training Checklist

The Offer

- | | | |
|------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Explain to the student the job responsibilities, requirements, and expectations. |
| Completed? | Date | |
| _____ | _____ | Ask student if he/she agrees with it and offer the position. |
| Completed? | Date | |
| _____ | _____ | Once accepted, send the student a copy of the Associated Students Personnel Manual for review. Remind student to bring it at the next meeting. |
| Completed? | Date | |
| _____ | _____ | Schedule the next meeting. |
| Completed? | Date | |

The Initial Meeting

- | | | |
|------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Supervisor should give student a copy of the signed AS job application and job description. |
| Completed? | Date | |
| _____ | _____ | Supervisor should inform students about what is needed for the AS Administration training. Student should make an appointment and attend the AS training in AS Administration following the meeting with Supervisor. |
| Completed? | Date | |
| _____ | _____ | Supervisor and student should work out a tentative work schedule for student staff |
| Completed? | Date | |
| _____ | _____ | Sit down with Supervisor and go over expectations and see if the student have any questions regarding the manual. |
| Completed? | Date | |
| _____ | _____ | Have the student sign and return the agreement and return to supervisor for his/her record. |
| Completed? | Date | |
| _____ | _____ | The student attends AS Administration Orientation Training. |
| Completed? | Date | |
| _____ | _____ | The student complete an on-line or in person training for Sexual Harassment. |

Completed?	Date	
_____	_____	Give the student a physical tour of the building(s) or offices relevant to his/her job duties. Introduce to current staff if possible.
Completed?	Date	
_____	_____	Give the student an overview of Associated Students and how their position fits in with the whole.
Completed?	Date	
_____	_____	Review the Cash Handling procedure or responsibility with student staff.
Completed?	Date	
_____	_____	Train Staff on Customer Service
Completed?	Date	
_____	_____	Train Staff on Safety of the job
Completed?	Date	
_____	_____	Go over the relevant tasks and responsibilities in the procedural manual (For each unit, break down how many tasks does the student needs to be trained on and add it to the list. If the training takes multiple days, add the multiple days).
Completed?	Date	

2nd Week of Student's employment

Completed?	Date	
_____	_____	Review check list with student staff and make sure that they have completed the training above.
Completed?	Date	
_____	_____	Supervisor and Student Staff sign the checklist.
Completed?	Date	
_____	_____	Return the signed checklist to the appropriate Manager.
Completed?	Date	

Trainings to be completed by the 1st quarter of employment

Completed?	Date	
_____	_____	Schedule additional training as necessary per job responsibilities such as ergonomics training, safety training, bike safety training, distress students training, ect..
Completed?	Date	

Other Trainings Ongoing

The supervisor then sets up a training schedule for the details of the student's position. Encourage professional development opportunities whenever possible. Send students to A.S. wide training opportunities. Schedule regular training/meetings with students and include some of the following topics:

OSOSHA regulation
Ethics
Fair Employment and Non-discrimination
Whistle Blowing Policy
Office Etiquette
Safe Zone Training
Emergency Training
Conflict Resolution
Professionalism in the workplace
Distressed Students training

It is recommended that each quarter or mid-year the students fill out a "how well do you know your job" survey and are asked fairly detailed questions about their knowledge. Further training is planned based on the results of this survey.

I, _____, have received the above trainings by my supervisor and understand that I must complete the additional training listed above by the timeline listed above.

Signature

Supervisor's Name

Supervisor's Signature
