Orienting Student Employees

Many student employees are unfamiliar with the activities, environment and objectives of a business or department. By providing an orientation and training for your student employee, your student will better understand the expectations associated with their job duties. The following list provides topics and discussion points that will help your student employee settle in and more quickly become productive in their role.

OUTLINE ORGANIZATIONAL RULES, POLICIES, DECORUM AND EXPECTATIONS

- Is there special industry jargon commonly used?
- What are the specific work standards and procedures?
- What access to the supervisor (days, times, and duration) does the employee have?
- How should the student employee process requests?
- How do the mail and telephone systems work?
- What are the approved forms for correspondence?
- Is there a procedure for signing off completed work?
- What periodic forms or reports need to be completed?
- Are there security or confidentiality issues the student employee should be aware of?
- What is acceptable with regard to dress and appearance?
- How should they maintain the premises and their work area?

EXPLAIN THE PHYSICAL LAYOUT OF THE OFFICE AND INTRODUCE EMPLOYEE TO COLLEAGUES

- Show the student employee their work station
- Provide information on computer logins and printer or other technologies available
- Introduce the student employee to individuals they will work with or around
- Identify fire exits, nearest restrooms, water fountains, break rooms, etc.

EXPLAIN THE ORGANIZATIONAL STRUCTURE

- Who reports to whom?
- Who, specifically, is the student employee's supervisor?
- What is the student employee's department responsible for?
- How are decisions made?
- Which personnel can answer different kinds of questions?

DEFINE THE STUDENT EMPLOYEE'S RESPONSIBILITIES

- Provide a job description to the student employee
- What projects will be assigned to the student employee?
- What resources are available to the student employee?
- What training is necessary?
- What tasks can be completed without supervisory approval?

MONITOR THE EMPLOYEE'S ADJUSTMENT AND UNDERSTANDING OF WHAT IS EXPECTED

- Make yourself visibly available to the student employee
- Assign someone who can periodically "check-in" with the student employee
- Provide feedback and constructive criticism. Student employee evaluations are available on the ISU Career Center website: isu.edu/career

CAREER CENTER

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