



## **Employer Checklist**

### **Training a Student Employee**

#### **Clearly explain:**

- ☐ Job description, schedule, salary, payroll schedule
- ☐ Department Policies
  - ☐ Dress Code
  - ☐ Daily Duties
  - ☐ Time and Attendance
  - ☐ Handling Confidential Information
  - ☐ Chain of Command
  - ☐ Break Policy
- ☐ How to enter time in MaineStreet (a guide is available online)

#### **Tours and Introductions:**

- ☐ Restrooms
- ☐ Break area
- ☐ Staff introductions
- ☐ Layout of work area and emergency protocols
- ☐ Location of applicable office equipment

#### **Phone Usage:**

- ☐ Phone etiquette
- ☐ Transferring calls
- ☐ Taking messages
- ☐ Important phone numbers
- ☐ Personal use policy
- ☐ Cell phone use policy

**Computer / Fax / Office Equipment (How to use):**

- ☐ Phone
- ☐ Fax
- ☐ Computer
- ☐ Copy machine
- ☐ Scanner

**Passwords and Security:**

- ☐ Computer
- ☐ Voicemail
- ☐ Office e-mail
- ☐ Personal use policy, restricted websites, etc.

**Online Basic Safety Training (Must be completed by ALL student employees)**

- ☐ <http://sem.umaine.edu/safety-training/>
- ☐ Copy proving completion in student's employment file

**Information Security Awareness Training (Must be completed by ALL student employees)**

- ☐ Blackboard
- ☐ Copy proving completion in student's employment file

**New Student Employee Training (Must be completed by NEW student employees)**

- ☐ BlackBoard
- ☐ Copy proving completion in student's employment file