



NORTHWESTERN STATE

University of Louisiana

Natchitoches, LA 71497

New Student Employee Orientation Checklist

Employee Name: _____ Campus Wide ID#: _____

Job

- Responsibilities of the job
- Expected results

Hours

- Scheduled Hours
- Attendance and late notification policy

Pay

- Payroll Schedule

Introductions

- Co-Workers
- Department Supervisor & Director
- Staff in other departments the employee will interact with

Communication

- Importance of communication between employees and supervisors

University/Department Policies

- Student Employment Policy
- Department Policy
- Confidentiality Agreement
- Use of telephone, computers, forms, and office equipment

I certify that I have received all information above.

I certify that I have provided all information above.

Student Signature

Date

Supervisor Signature

Date