



Student Employee Orientation Checklist

Student Employee's Name: _____

Supervisor	Employee	
		Review and sign the Student Employee Agreement form
		Fill out CSU Pueblo Computing Resource Application if necessary
		Review Internet/Email/Computer use policies
		Review confidentiality policies/FERPA Regulations
		Class schedule/work schedule
		Introductions to department staff
		Review telephone protocol/procedures
		Review Financial Aid website
		Copy/fax machine – understand how to copy and fax documents
		Review logging in to PAWS/AIS
		Know where to find, review and understand appropriate manuals
		Employee responsibilities/job duties
		Where to stow personal items
		Breaks: when, where, how long
		Review entering time worked via PAWS, pay dates, evaluations and raises
		Review student's SAP status and transcript

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____