

A successful employee is a well-trained employee! The following is a training checklist, a guide to help you better train your new student employees. Update as necessary to meet your department's needs. Direct all questions to Colby's student employment office at ext. 5516 or studentemployment@colby.edu.

Tours & Introductions

- Staff introductions
- Work area
- Where to put personal items (i.e., coats, bags, books, etc.)
- Restrooms
- Break room and scheduled breaks, if any

Office Protocol

- Handling confidential information
- Daily duties
- Chain of command (i.e., who does the student report to?)
- Time & attendance
- Dress code
- Visitor policy (ex: can friends come visit?)
- Safety precautions
- Time entry in Workday

Phone Usage

- Phone etiquette
- Taking messages
- Transferring calls
- Knowing important numbers
- Personal use (ex: can students make/receive personal calls?)

Computer/Fax

- How to send a fax (know the workplace fax number)
- Copy machine (how to use & personal use policy)
- Passwords & security
- Personal use of computers/phones (ex: can students check personal email, do homework, go on their cell phone, etc?)

Other: (please use additional sheet of paper if necessary)