

Student employees are expected to adhere to the following:

- ✓ Demonstrate a willingness to learn
- ✓ If uncertain about something, ask questions
- ✓ Carry out assignments with attention to detail
- ✓ Approach job in a professional manner
- ✓ Keep supervisor updated on task progress—where it was left off, what you plan to do next time, etc
- ✓ Ask supervisor for another task once you've completed one
- ✓ Keep work area organized and clean (or better!)
- ✓ Respect all colleagues, customers, and visitors
- ✓ Understand the phone system well so you can professionally and promptly answer phones and transfer as necessary
- ✓ Understand all computer programs being used and ask for help if needed
- ✓ Treat all work confidentially
- ✓ Adhere to work schedule and update your supervisor as soon as possible if a schedule change is necessary
- ✓ Adhere to departmental practices including appropriate dress, visitor policy, personal phone/computer use, etc
- ✓ Enter all hours worked into Workday by Friday of each week
- ✓ Notify supervisor immediately if you get hurt

I have read and understand the above-mentioned responsibilities and agree to adhere to them.

Printed Name

Signature

Date