

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. Please direct all questions to Colby's student employment office at 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)