

# Work-Study 101 Checklist

On your first day of work, ask your supervisor when would be a good time - for THEM! - to meet to review these topics!

## Work Schedule

- **What days and times will you be working?**

Note: Be sure to give a copy of your class schedule to your supervisor and double-check that your work-hours don't overlap with scheduled class times!

---

---

## FERPA Training

- **When has your supervisor set-aside work-time for you to complete FERPA Training?**

---

- Shortlink to training: <https://goo.gl/4lcQWR>

## Who & How to Notify if Late/Out

- **Who should you notify if you're going to be late to work or miss work?**

- 1st Choice: \_\_\_\_\_
- 2<sup>nd</sup> Choice: \_\_\_\_\_
- 3<sup>rd</sup> Choice: \_\_\_\_\_

- **What is the preferred way for you to contact those people?**

- Phone Conversation -- actually talk to someone
- Phone Message
- Text message
- Email

- **If you can't reach anyone, what should you do?**

---

## Dress Code

- **What dress-code level does your supervisor expect you to wear to work?**

- Athletic Wear     Casual     Business Casual     Business Professional

- **Generally speaking:**

- Want a quick infographic on what casual/business casual/professional means?
  - We recommend the following: <http://goo.gl/LiuSw2>
- No matter the dress-code level, clothes should always be in good condition -- not torn, frayed, or otherwise worn/dirty.
- Visible under-clothes (boxer shorts exposed by sagging jeans, bra straps exposed by sleeveless shirts, leggings instead of pants, etc) are always a No.



## Office Etiquette

- **What would your supervisor like you to say when you answer the phone?**  
\_\_\_\_\_  
\_\_\_\_\_
- **What would your supervisor like you to say/do when greeting visitors to the office?**  
\_\_\_\_\_  
\_\_\_\_\_
- **If you are working on an assignment and a visitor comes in, what would your supervisor like you to do?**  
\_\_\_\_\_  
\_\_\_\_\_
- **If you are already on the phone or speaking with a visitor and another visitor comes into the office, what would your supervisor like you to do and say?**  
\_\_\_\_\_  
\_\_\_\_\_

## Nitty Gritty Details (Don't forget to take notes!)

- **When can someone in the office train you on the details of running the office?**  
\_\_\_\_\_
- **Suggested Topics:**
  - Office software (Outlook, etc)
    - Scheduling appointments
    - Taking messages
    - Office templates/databases/files
    - Specialized software
  - Office equipment (phone, copy machine, fax, etc)
    - Transferring calls, checking messages
    - Copier functions -- double-sided, punched holes, stapled
    - Sending a fax
    - Loading the copier, printer, and fax with new paper
    - Shredding policy and how the shredder works
  - Organization (filing systems, supply closets, etc)
  - What other small duties are you expected to complete when you have time in-between larger assignments?
    - Cleaning/tidying office spaces?
    - Inventorying and replacing handouts?
    - Checking printer/copier paper supplies?
    - Tidying supply closets, etc?
    - Brewing more coffee?

## Down Time

- **What should you do if you run out of assignments?**  
\_\_\_\_\_  
\_\_\_\_\_