



# STUDENT ASSISTANT ORIENTATION CHECKLIST

UNIVERSITY PERSONNEL - HUMAN RESOURCES

Employee Support Services ▪ One Washington Square ▪ San Jose, CA 95192

408-924-2250

**Instructions:** Take this checklist and materials in your packet to your hiring department to be reviewed during your student employee department orientation.

**STUDENT RESPONSIBILITIES:** Review the handouts below provided by University. Refer to resources on PART III of Student Responsibilities and Standards Letter.

- ☐ Information Security Brochure
- ☐ Department of Fair Employment and Housing Brochure
- ☐ Title IX Student Resources and Reporting Options Brochure
- ☐ Rights of Victims of Domestic Violence, Sexual Assault, and Stalking
- ☐ Whistleblower Protection Act

**DEPARTMENT RESPONSIBILITIES:** The following topics are designed to assist supervisors in the student employee orientation process and should be discussed as part of the department orientation.

**A Student Assistant must be a matriculated SJSU student; Student Assistants are temporary hourly workers with no guarantee of rehire for the next semester. Student Assistant appointments may end at any time for operational or budgetary reasons, unsatisfactory performance, or other appropriate reasons.**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Give tour of the department</li> <li><input type="checkbox"/> Introduction of co-workers</li> <li><input type="checkbox"/> Explain how department operates</li> <li><input type="checkbox"/> Review mission, vision, and core values of dept.</li> <li><input type="checkbox"/> Familiarize student with workstation and general work area</li> <li><input type="checkbox"/> Discuss conduct and appropriate workplace appearance/attire</li> <li><input type="checkbox"/> Discuss department housekeeping expectations and recycling</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss performance management/expectations</li> <li><input type="checkbox"/> Discuss specific duties and responsibilities</li> <li><input type="checkbox"/> Review wage, pay schedule and payroll distribution process</li> <li><input type="checkbox"/> Review attendance and absence reporting procedures for payroll purposes</li> <li><input type="checkbox"/> Review work schedule. Explain protocol for requesting absences and calling in late/sick</li> <li><input type="checkbox"/> Review workday rest and meal periods</li> </ul> |
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