

## **Berry College Student Employee Training Checklist**

**Purpose of the Checklist:** Training is a crucial component of a student employee's integration into their department and their specific role. This checklist serves as a guide to ensure that new student employees at Berry College receive a comprehensive introduction and training, enhancing their performance and contribution to the department.

**About the Checklist:** Thorough training not only helps students perform their jobs effectively but also enhances the functionality and image of your department. Investing time in training new student workers is beneficial for the supervisors, the department, and the students themselves. Consider group orientations to foster a consistent training environment.

### **Checklist:**

#### **Tours & Introductions:**

- Show restrooms
- Introduce lunch/break room
- Explain the layout of the work area
- Designate areas for personal items (coats, books, etc.)
- Conduct staff introductions

#### **Office Protocol:**

- Clarify job responsibilities and daily duties
- Outline the dress code specific to Berry College standards
- Explain the chain of command within the department
- Discuss the work schedule and flexibility
- Procedure for logging hours
- Guidelines for handling confidential information
- Review work rules, such as the visitor policy
- Go over student employment regulations and guidelines at Berry College

#### **Phone Usage:**

- Teach phone etiquette
- Demonstrate how to transfer calls
- Practice taking messages
- List important departmental and emergency contact numbers
- Discuss policies on personal phone use

#### **Computer/Printer/Fax:**

- Explain how to send a fax and provide the department's fax number
- Train on the use of copy/scanning machines
- Ensure understanding of passwords and security measures

- Cover email etiquette tailored to professional standards
- Introduce computer systems and software specific to the department

**Additional Tips:**

- For supervisors with multiple student workers, consider organizing a group orientation or training session for efficiency and consistency.
- Regular check-ins during the first few months can help address any questions or concerns that arise as the student becomes more accustomed to the role.