Community Service Off-campus Federal Work-Study Program
Work Site Orientation Checklist

The Community Service Off-campus Federal Work-Study Program (FWSP) believes that orientation is important to help a new student assistant fee; a part of your organization, and to ensure he/she thoroughly understands the work site's philosophy, policies, and procedures. To facilitate the orientation process, this checklist outlines what should be covered during the employee's first week on the job. Please return it by fax to the CSC office at 814-393-2323.

Student Assistant: _____ Work Site: _____

Place a check mark in the space provided. For items which do not apply, mark "N/A".

_____ philosophy/mission of site

_____ organizational chart/ accountability

_____ review FWSP Student Assistant Handbook
- position description
- position performance expectations
- conduct and dismissal policy
- performance appraisal system

_____ work schedule, in boxes, name tag

_____ budget/purchases/charges

_____ compensation/reimbursement policies

_____ use of computer/E-mail

_____ mail system (inter-office, local, bulk)

_____ greeting clientele, making appointments

_____ telephone system and protocol

_____ copier/duplicating/fax machine

_____ bulletin boards, display racks, handouts

_____ supplies (location and ordering)

_____ kitchen responsibilities (i.e. cleaning, coffee/beverage fund, refrigerator usage)

_____ recycling/trash/shredding paper

_____ office keys

_____ dress expectations

_____ maintenance/housekeeping concerns

_____ leaving office/errands/restrooms/fire drill procedure

_____ smoking policy

_____ safekeeping/storage of personal items (i.e. coat, purse, book bag)

_____ parking

_____ introduction to co-workers

_____ tour of work site

_____other: _____

_____other: _____

_____ _____
Site Supervisor Date Student Employee Date

Return to CSC by Fax to 393-2054 by _____.

Office Use Only

Date Returned to CSC _____ Date Filed _____ Staff Initials _____

Revised July 10, 2009