

Student Employee Survival Checklist

What you need to know as you start your new position

Starting a new position can be stressful if even in the best of work environments. There are people to meet and many tasks to complete. As the semester moves forward and work gets busy, it is best to know the following information to ensure a smooth transition into your new position and to really impress your new employer. Remember that what may have been the norm in a previous work environment may be considered irresponsible in your new work environment. Here is some information you should gather upon starting your new position:

- Dress code
- Work hours and break times
- Who to contact if running late or if sick
- Rules regarding internet, computer, printer, copier and fax machine use
- Rules regarding cell phone use (including texting)
- Who to report to when you come in
- Supervisors' expectations of you
- Any special accommodations or time off anticipated

