STUDENT EMPLOYMENT INITIATIVE
Orientation Checklist

The following checklist may be helpful in orienting new SEI interns to your department.

IMMEDIATE CONCERN

Working Hours

_____ Verified employment with Career Services and Human Resources.
_____ Scheduled hour's
_____ Department's policy on attendance and lateness
_____ Monitor awarded hours — Carry a check in & out log
_____ Lunch and break schedule

Paydays
_____ Time card information
_____ When and where the first paycheck will come
_____ How often the employee will be paid
_____ Period covered by the first and subsequent paychecks come

THE ORGANIZATION - The UT-Brownsville's Structure
_____ UT-B and its mission and services
_____ The division
_____ The department
_____ The specific unit and job

Introductions
_____ Co-workers
_____ Department Management
_____ People in other departments the employee will contact

Departmental Objectives
_____ Responsibilities of each unit
_____ How the units interact to meet the department's goals
_____ How the SEI intern's job fits in

Departmental Policies
_____ Work Flow
_____ Special procedures, such as filing or safety
_____ Use of telephones, computers, forms, office equipment, etc.
_____ Dress code, professional behavior, etc.

THE JOB - The SEI's Job Classification
_____ What it means
_____ How it relates to others in the department
_____ The salary range it represents

Responsibilities
_____ Responsibilities listed in the job description (SEI Intern Request and Justification Form)
_____ Expected results and how they will be evaluated

OTHER POLICIES

Performance Appraisal
_____ Purpose
_____ Frequency
_____ Relation to merit increases

Holidays and Personal Days
_____ Holidays observed by the university
_____ Staffing and pay during holidays
_____ Excused time off (your position on academic vs. job responsibilities)

Illness
_____ who to notify and how, scheduling substitutes
_____ If the supervisor is absent

PERSONAL MATTERS

Communication
_____ the importance of communication between employees and supervisor
_____ Orientation manual (available in some departments)

Privacy/Confidentiality
_____ collecting information
_____ Records maintained
_____ Employee access to records, student access to records

Security
_____ Access controls, passwords
_____ Standards of behavior, ethics, and consequences of breaches