

Employment Tips For Student Workers

You should always contact your supervisor to determine if there are any existing policies and procedures for that governs student employment in your department.

1. Arrive at work on time or a few minutes early, if possible. (This allows you to get settled)
2. Always look presentable in your attire; please, check with your supervisor in regards to the dress code.
3. Check with your supervisor for the policy on not being able to work your scheduled shift or if you will be late.
 - Some questions to ask:
 - i. Who do I contact if I am unable to work?
 - ii. Can I e-mail or call if I am unable to work?
 - iii. Do you need a doctor's excuse if I am sick for an extended period?
 - iv. If I am late for my shift, who do I call?
 - v. Can I make up any hours I have missed?
 - vi. If there is a family emergency I need to leave campus, who should I contact?
4. Check with your supervisor on the following topics:
 - i. Can I eat or drink while working?
 - ii. Can I listen to an IPOD or MP3 player while working?
 - iii. Can I have my cell phone while working, in case of emergency? Should the sound on my phone be off?
 - iv. If all my tasks are done, can I work on homework?
 - v. What is the policy for internet use?
5. Review your job description.
6. Request training (if not offered) on unfamiliar duties. Ask questions if you are unsure of anything!
7. Make sure your work area is organized when you leave. This will allow anybody to find things in your absence at your work space.
8. If you are working on a project and did not finish before your shift is up, please let your supervisor know. This way other student workers can finish the project.
9. Don't be afraid to ask for additional tasks or responsibilities.
- 10. Do your job with PRIDE, you are representative of the not only the Department, but EDINBORO!**