

ORIENTATION CHECKLIST FOR ON-CAMPUS EMPLOYERS GRAND VALLEY STATE UNIVERSITY

- ___ Privacy Act (Have student sign Confidentiality Form)
- ___ Dress Code
- ___ Internet Usage
- ___ Phone Usage
- ___ Attendance Policy
- ___ Breaks, lunches, etc
- ___ Change of Schedule
- ___ Expectations
 - Friends – should not linger, not a gathering place
 - Communication - keep supervisor up-to-date on work load
 - Projects – priority, completion
- ___ Not guaranteed employment from semester-to-semester
- ___ Work-study to continue employment

To verify that the student supervisor has covered these issues with you, we would like you to initial each subject, then sign and date below. This will be kept on file for the length of employment.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Department _____