

HOW TO BE A SUCCESSFUL STUDENT EMPLOYEE

FOLLOW THESE SIMPLE
STEPS!



1) TAKE THE JOB SERIOUSLY

Perform at the highest level of your ability and be willing to learn. This is a great time to learn new, professional skills.

2) DO NOT WORK DURING CLASS TIME

Establish a work schedule that does not interfere with your class schedule. You CANNOT clock hours during the same time that a class is in session.



3) REPORT TO WORK ON TIME

Report to your job at the time you are scheduled. Arriving 5 minutes early is even better! If you will be late, contact your supervisor as soon as possible.

4) TREAT EVERYONE WITH RESPECT

Treat your supervisor, fellow employees, and anyone who comes into your office with respect. Remember that your actions represent your office.



5) DRESS APPROPRIATELY

Ask your supervisor if there is a dress code, and if not, dress in appropriate clothing to represent your office.

6) REFRAIN FROM USING CELLPHONES

If you must use your phone while at work, speak with your supervisor about what they will and will not allow.



7) CORRECTLY REPORT YOUR HOURS

Be sure to clock all hours that you work. Falsifying your time sheet is a federal offense.



8) 2 WEEK NOTICE OF RESIGNATION

If you plan on resigning, give your supervisor a 2 week notice so they can fill your position as soon as possible.

