

# Employer Training Checklist

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Please use this as a guide for training new student employees. The success of a new employee depends greatly on how well they are trained. Feel free to add or delete items from this checklist as it pertains to your department.

## Tours & Introductions

- ▶ Restrooms
- ▶ Break Area
- ▶ Staff Introductions
- ▶ Layout of work area

## Office Protocol

- ▶ Dress Code
- ▶ Daily Duties
- ▶ Time & Attendance
- ▶ Handling confidential information
- ▶ Chain of command

## Phone Usage

- ▶ Phone etiquette
- ▶ Transferring calls
- ▶ Taking messages
- ▶ Important Numbers
- ▶ Personal Use

## Computer/Fax

- ▶ How to use fax machine
- ▶ How to use copier
- ▶ Passwords and Security
- ▶ Personal computer use