

STUDENT EMPLOYMENT SUCCESS INFORMATION

Rev: 7/27/16

Here is some information to help you be successful in your role. Your department depends on you to perform your responsibilities and positively participate in your role as a student employee*.

1. Comply with the Instructions/Conditions of Student Employment listed on the Student Work Assignment and Payroll Authorization form which you signed at the time of your employment. (ou) Wy@

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clarification in order to complete each task accurately. If you are not able to complete an assignment because you don't have the skills or training necessary, tell your supervisor immediately.

5. Be dependable and always report to work on time. Excessive tardiness or absenteeism may be grounds for termination. Discuss with your supervisor in advance if you know you will be late or absent from work. Notify your supervisor within one hour of the normal starting time if you are ill or unable to work due to extenuating circumstances.
6. **Report any work related injury or illness to your supervisor immediately.**
7. Keep accurate track of your time on the Web Time Entry electronic timesheet. Fill your timesheet out as you work rather than completing the whole timesheet when it is due. Make sure you electronically

9. Recognize that supervisors count on student employees to work.
10. Act in a professional manner concerning all aspects of your work.
11. Respond positively to constructive criticism.
12. Establish good working relationships with your supervisor and other employees.
13. Be polite and courteous at all times.
- 14.



