New Position Information Checklist for Student Employees:
Suggested items to cover with your supervisor on your first day of work.

Starting a new job can be overwhelming, and there is a lot to learn at first! You need to know what your basic job duties will be, who you can turn to for help, and other administrative responsibilities that come with being a student employee at GW. **Ask your supervisor** to help you get all the information you need to complete this worksheet.

My New Position Title: ______________________________________
Department: ______________________________________________

Contacts:
1. My supervisor is ______________________________. This is the person I should contact regarding questions about my job duties, scheduling or absences, or any other guidance I need while on the job.
   Email:_________________ Phone:__________________
2. I have other coworkers who can help me, too. If I have a question while I am at work, I can contact the following person(s):
   ______________________________________________________________________
   ______________________________________________________________________
3. My department’s timekeeper is ________________________. This is the person I should contact immediately if I forget to clock in or out using the Kronos phone system.
   Email:_________________ Phone:__________________
4. Student Employment is here to help, too. I should contact them with questions about employment paperwork, the hiring process, receiving my paycheck, and any other questions or concerns I have about my student position at GW.
   Email: gwse@gwu.edu       Phone: 202-994-8046

Administrative Responsibilities:
1. **Circle one:** This is my primary / secondary job (this information is available under your Employment Information tab in [GWeb](http://example.com)). Clock in using the instructions for that job type. If a mistake while recording my time, I should contact the department’s timekeeper with the information necessary to correct it as soon as I realize that I made a mistake. I should not clock in or out after the time that work has started or ended - just contact the timekeeper.
Job Duties:
Talk with your supervisor about their expectations. Some sample questions you may want to ask are:

1. What are my basic everyday tasks? What are ongoing projects I should be aware of? Which tasks are priorities, and which are for when I have extra time?
2. What should I do when I have completed all assigned tasks? Is there a pending project or task that I could get started on?
3. What are 3-5 things I should make sure to learn during my first few weeks?
4. What is the attendance policy / dress code for my position / this office?
5. Who do I report to if you aren’t here? Who should I be accepting tasks from?
6. What types of things that I can make decisions on by myself, and what types of things do you want me to check with you before deciding?
7. How do you prefer to communicate - by phone, email, or in-person? How often should I check in with you about my progress on assigned tasks?
8. How can we evaluate my job performance to help me meet your expectations and grow as an employee?

Employee Protections:
Student employees have the same protections as any other employee of GW. Here are some resources that you now have access to as you enter your new role:

GW Title IX Office:
https://haven.gwu.edu/gw-policies-title-ix
Office of Compliance - Human Resources Policies: https://compliance.gwu.edu/human-resources-policies

Professional Development Resources:
A student employment position can be a launching pad for your professional career. Student Employment and the Center for Career Services offer a wide variety of resources that will help you in your student position and beyond. Topics range from the job search process, learning on-the-job skills, to applying your work experience to future opportunities.

Online Resources:
Student Employee Resources:
https://careerservices.gwu.edu/additional-resources-students-0
GW Professional Competencies:
https://careerservices.gwu.edu/professional-competencies
Center for Career Services:
https://careerservices.gwu.edu/
Training from Talent@GW:
Handshake Articles:
https://gwu.joinhandshake.com/
Optional Sign-off:
My supervisor and I have completed this worksheet together so that I can have a positive and successful experience in my student employment position. We are committed to working together and will communicate with each other over the course of my employment about any questions or issues that arise.

Your name: ________________________________ Signature:__________________________

Supervisor’s name: _________________________ Signature:__________________________

Date: _______________________________