



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 UTA. **Ask your supervisor** to help you get all the information you need to complete this worksheet.

My New Position Title: _____

My Department: _____

My Staff Email Address: _____

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 TimePro system.
Email: _____ Phone: _____

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 can I 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?



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Employee Protections:

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

UTA Title IX Office: <https://www.uta.edu/eos-title-ix/title-ix>

Office of Talent, Culture and Inclusion: <https://www.uta.edu/hr/>

Professional Development Resources:

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

Online Resources:

Student Employment Resources: <https://www.uta.edu/careers/students/index.php>

Career Development Center: <https://www.uta.edu/careers/>

Handshake Articles: <https://uta.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: _____