

Linscheid Library
New Student Employee Checklist

Date: _____

Student Name: _____

Department: _____

Employment Start Date: _____

Student has obtained a work permit YES / NO

Student has started a time sheet YES / NO

Employee has read/viewed (**required by ALL employees**):

	<i>Read/Viewed</i>	<i>Quiz</i>
1. The <i>Student Assistant's Handbook</i>	YES / NO	
2. Customer Service Videos	YES / NO	
3. The <i>Student Time Sheets</i> module	YES / NO	YES / NO
4. The <i>Patron Centered Service</i> module	YES / NO	YES / NO
5. The <i>Power of Listening</i> module	YES / NO	YES / NO
6. The <i>Physical Layout</i> module	YES / NO	YES / NO
5. The <i>Shelving Books by Call Number</i> module	YES / NO	YES / NO

Employee working with copiers and/or microform reader/printers has viewed:

1. The *Copier* module YES / NO

2. The *Microform Reader/Printers* module YES / NO

Signature of supervisor

Date

Signature of Student

Date