

EMPLOYING DEPARTMENT

Student Employee Sample Expectations Sheet

- Will arrive to work on time at the agreed start time of shift ready to begin working. (Example: If shift is from 8:00am-12:00pm, you will be at your desk ready to work at 8:00am.)
- Will call, in advance, if unable to work or if will be late.
- Will provide a written request, in writing, if need time off from work. This should be provided at least three days before requested day off.
- Will treat customers, as well as co-workers with courtesy and respect.
- Will provide excellent customer service at all times.
- Will not use computers for non-work related reasons, unless approved by supervisor, in advance.
- Will not misuse state property.
- Will not carry on lengthy personal conversations, either by phone or in person, while working. You may request a fifteen-minute break for every four hours worked if need to take care of personal business.
- Will ask supervisor what other work needs to be done when you have completed assigned tasks.
- Will ask questions if unsure as to how to complete assignment.
- Will wear appropriate dress, as discussed in initial training.
- Will not study while at work, unless approved by supervisor.

The above expectations have been discussed with me during my training by my supervisor. I agree to abide by these expectations during the length of my employment with this office.

Student Employee

Date