We are excited you are starting your student employment journey at Texas Tech. Your first few days will be filled with new experiences from meeting people to learning new processes. Starting a new student job, although exciting, can also be overwhelming. To help make your transition to a student job successful, we created this guide to ensure you have the information you need.

**PREP PRIOR TO FIRST DAY:**

- Know the location of office within building
- Know what hours you will work on the first day
- Dress according to the dress code for your position

**FIRST DAY:**

- Ensure I-9 paperwork is completed
- Create work schedule with supervisor
- Go through a tentative first week itinerary
- Tour the office or worksite including break rooms, storage areas, etc.
- Review office and worksite equipment
- Introduction to each staff member
- Learn time clock procedures
- Receive list of expectations (including being to work on time, being present on the job, complying with all university O.P.s and completing compliance training)
- Learn the TTU mission, the department mission and how these fit with your job
- Receive a list of duties
- Review dress code with supervisor
- Learn procedure for sick days
- Learn emergency procedures for the building i.e. fire, hazardous weather, active shooter

**FIRST WEEK:**

- Complete compliance training
- EEO, Title IX, Clery, and Ethics
- FERPA
- Cybersecurity
- Safety Awareness
- Complete department specific training
- Review student employee manual (if your department has one)
- Meet people in other departments you will work with
- Learn any departmental or university acronyms that apply to your job

**FIRST MONTH:**

- Ensure compliance training has been completed (this MUST be completed within the first 30 days)
- Ask questions as needed
- Review a sample evaluation with your supervisor so you can see what you will be evaluated on
- Set goals for professional development (what kinds of things are you hoping to learn from this job)

**ONGOING:**

- Ask for feedback
- Develop professional relationships with your co-workers
- Complete a self-evaluation (after 6 months or first semester)
- Complete a self-evaluation (after a year or second semester)
- Discuss continued employment plans (next semester, summer, next year)