

Do's and Don'ts for Student Employees

DO

- Be professional
- Be respectful to everyone
- Be reliable
- Communicate with your supervisor
- Ask for help when needed
- Check and answer your emails
- Dress appropriately
- Be honest about your time and capability to do the job
- Know your job responsibilities
- Follow rules and instructions
- Practice good time management
- Be mindful of others time

DON'T

- Exhibit a habit of tardiness
- Be consistently late
- Be disrespectful to others
- Ghost your supervisors or other team members
- Put others' safety at risk
- Break rules
- Overwork yourself
- Jeopardize class or your health
- Last minute cancel on a shift
- Expect communication responses past supervisors work hours