



Sample New Staff Manual

Overview of Job and Unit:

- *Position Description*
- *Unit Background/Context*

Supervisor Information:

- *Name, Title*
- *Office:*
- *Hours:*
- *Contact Info:*

Learning Outcomes:

- *What will people learn in this position and how might they be able to apply it to other positions?*

Expectations:

- *List all requirements such as assignments, attendance, participation, etc.*
- *Provide a detailed schedule, weekly or daily. Include what will be covered, assignment and test dates, learning activities such as group work or presentations, guest speakers, field trips, library information sessions, etc. Communicate what students need to do in order to succeed in their position.*
- *List what students need to do in order to be successful (how many hours per week they should work, attendance expectations and participation, etc.).*

Policies:

- *Make clear any course policies you may have on attendance, tardiness, missed or late shifts or assignments, personal use of technology, and safety procedures*
- *Detail examples of what constitutes violations of your policies and provide specific information on the consequences.*



Yearly Plan

You can give this to the students during orientation or keep it to guide your meetings/check-ins/conversations.

MONTH/ THEME	MEETING TOPICS
September-	Sept 11 <ul style="list-style-type: none"> ▪ Group Norms discussion- we'll discuss what we expect of each other, on and off the desk ▪ Roundtable check in- a chance to see how the first week in the role has been, as well as a chance to ask questions Sept 18 <ul style="list-style-type: none"> ▪ Professional Communication ▪ Resources quiz
October-	Date <ul style="list-style-type: none"> • Items to discuss/work on
November-	Date <ul style="list-style-type: none"> • Items to discuss/work on
December-	Date <ul style="list-style-type: none"> • Items to discuss/work on
January-	Date <ul style="list-style-type: none"> • Items to discuss/work on
February-	Date <ul style="list-style-type: none"> • Items to discuss/work on
March-	Date <ul style="list-style-type: none"> • Items to discuss/work on
April-	Date <ul style="list-style-type: none"> • Items to discuss/work on