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.