

STUDENT EMPLOYEE ORIENTATION LEARNING OUTCOMES

The Student Employee Orientation is specifically designed with the intent to enrich and positively impact student learning experience through on-campus student employment. The main goal of the orientation is for students to be able to view their work as an opportunity to gain professional skills and strengthen their resume for future positions and post-graduate professional opportunities.

Students who attend this orientation will be able to:

1. Display exceptional **Workplace Etiquette** by:

1. Arriving at the workplace ready to produce.
2. Demonstrating an understanding of attendance and accountability.
3. Exploring career options by gaining general work experience.
4. Executing all job duties in a respectable and timely manner.
5. Remaining positive throughout their time in the office.
6. Maintaining the professional atmosphere of their department.

2. Exhibit strong **Communication Skills** in the workplace by:

1. Being able to speak professionally on behalf of the department whether it is in person, on the phone, or through email.
2. Exhibiting the ability to listen and understand those around them.
3. Asking for clarification and ensuring they understand all that is expected of them.

3. Practice **Taking Initiative** in the workplace by:

1. Utilizing Stony Brook SOLAR for all student employment procedures.
2. Understanding the requirements necessary to be hired and restrictions according to their positions and work authorization status.
3. Communicating with their supervisors when problems arise regarding their SOLAR accounts.

4. Develop values of **Practical Competence** by:

1. Taking the responsibilities of their position seriously.
2. Avoiding conflict with supervisors, co workers and students.
3. Continually looking to improve themselves in the workplace.
4. Discussing personal performance and maintaining a positive attitude towards constructive criticism.