

WORK STATION ORIENTATION ASSIGNMENT

Student's Name: _____ Date: _____

Employer: _____

When you meet with your Work Station Supervisor, it is your responsibility as the student to complete the following questions for your Work Station and Safety Orientation.

1. What is the official Business or Company name?

2. What services and or products does the business or company provide?

3. Who are the KEY people in the organizational structure of the business or company?
e.g. owner/president, manager(s), department supervisor(s), etc.

4. What is the first and last name of your direct Supervisor?

5. What are the company or business policies pertaining to employees regarding:
 - (a) *Attendance / punctuality?*
 - What hours are agreed upon for Off-Campus Education?
 - What is the acceptable arrival time for work?
 - What is the name and telephone number of the person you should contact if you are absent or late?
 - What is earliest / expected time this contact should occur?
 - What are the times and duration of lunch and breaks (if applicable)?
 - (b) *Dress code?*
 - (c) *Parking (if applicable)?*

6. What are your initial tasks or duties as described in your job description?
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____
 - (f) _____
 - (g) _____