STUDENT EMPLOYMENT
Training Process

As part of the continued efforts to improve efficiency and to utilize funds more effectively, the Sustainable Financial Model Committee examined the use of student employment funds. In addition to providing assistance to departments, student employment can be a useful tool to support recruiting and retaining efforts, help reduce student debt, and provide experiential learning opportunities for students. However, there is currently no established training protocol for student employees. The committee believes that it would be beneficial both to the student employee and to the university to develop training methods to enable student employees to be knowledgeable and able to contribute to the university's mission.

ACTION PLAN

Appropriate training is very important for the UT Martin student employee to be successful. To aid in the training process, videos are being prepared to include: a welcome from the chancellor as well as his message as to how student employees are ambassadors for the university, telephone and reception area etiquette, appropriate attire, general UT Martin organization information, and social media do’s and don’ts. The videos will be required training. Additional videos will be developed as time permits.

GOAL

Appropriate training should allow student employees to be better prepared for their jobs, result in improved customer service when student employees are more knowledgeable as to which person or department would best be able to assist with inquiries or problems, avoid embarrassing situations in inappropriate attire, and provide a standardized base for student employee expectations.