



SMU Guidelines for Student Employees

Entry-Level Employees

- Show up on time when you are scheduled to work. If you can't work when you are scheduled, inform your supervisor as soon as possible (leave a voice message at night).
- Inform your supervisor of personal and background information that may affect your job performance. Let your supervisor know of important academic needs that will cause you to not be able to work. As a student employee, *academics come first before your job*.
- Dress appropriately – Staff should not wear the following when working:
 - Hats/do-rags
 - Tank tops
 - Torn and/or tattered clothing
 - Flip flops
 - Revealing, provocative, derogatory, and/or offensive clothing
 - Sweat pants, gym shorts or any other gym style clothing
 - Pants that do not stay at waist level
- Accurately record your time worked
- Act in a professional manner. Avoid using derogatory language, sexist, racist, heterosexist, and homophobic comments.
- Respect each other's personal workspace, supplies, and equipment. If you use another staff members' work area, leave it as you found it. If you use another staff member's equipment, promptly return it.

Mid-Level Employees

- Inform your supervisor of concerns pertaining to relationships with other peers
- Seek answers to questions through resource materials.
- Demonstrate your understanding of the task at hand by completing the tasks accurately and completely. Follow directions and instructions given by your supervisor – don't hesitate to ask questions to make sure you are clear on what is to be done.

Higher-Level Employees

- Admit when you don't know the answer and seek the answer
- Be prepared to train other staff members how to do tasks and activities
- When a mistake is made, take responsibility and inform your supervisor. Don't try to hide your mistakes. Review mistakes with your supervisor and learn from your mistakes.
- Identify projects, tasks, and/or activities that need immediate attention and take appropriate action