

# You're Hired Approach

Welcome to your New Job | New Hire Orientation

- You and I are working at a job together. I am your manager. You are the employees.
- We are located in a large room in an office building. Working at your desk simulates you working in a cubicle.
- Clocking in for your shift is done by responding to the question on the appropriate date in the "Discussions" section of Canvas.
- Coming in tardy, means you are clocking in late.
- Your work schedule is Monday through Friday.
- Your work shifts are approximately 2.5 hours.
- You, the employee, works in your assigned cubicle, with or without music, with or without snacks. Your cubicle, Your RESPONSIBILITY!
- We have staff meetings and staff check-ins throughout your shift led by me, the manager. During these times: phones must be flipped and headphones, AirPods, etc must be out.
- As the manager, I walk the floor checking your productivity statuses and conducting performance evaluations to evaluate your performance (including the cleanliness of your cubicle).
- You are free to go to the restroom, with a pass, as needed as long as another student isn't out. However, if it cripples your productivity status it will affect your performance evaluation.
- You accrue PTO for consistently receiving great performance evaluations.
- You can also accrue PTO for actively participating in staff meetings and staff check-ins.
- PTO can be used as you deem appropriate, but you must meet with the manager prior to taking your PTO to obtain

approval for use. If you take the day off without approval, you must take leave without pay (no grade).

- You get paid every two weeks on Fridays aka updated grade.
- For any work done and submitted for pay after the two week pay period, you will need to take sick leave.
- Sick Leave is -10 points per work submission
- For those who do not meet the job requirements, a write-up will be sent to their supervisor (their parents).
- Every employee must clock out for the day with the manager's permission. Clocking out for your shift is done by responding to the question on the appropriate date in the "Discussions" section of Canvas.

## Daily Flow

- (Low Lit Room with Fireplace and Instrumental Music)
- 10 minutes to settle in
- Clock in at assigned time
- 1st Staff Meeting
- Work first shift
- 10 min Break
- 2nd Staff Meeting
- Work second shift
- Clock out at assigned time