



Testing Services New Employee Training Checklist

Source:

Testing Services

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SIU SOUTHERN ILLINOIS UNIVERSITY TESTING SERVICES CARBONDALE

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Testing Services Probation Period/New Employee Training Checklist

Date and initial the appropriate line when information about the item has been presented through discussion, reading, observation and hands-on training. The supervisor and employee's initial must be on form.

Employee's Initials/Date

Supervisor's Initials/Date

1. Administrative Tasks

This includes:

- | | | |
|------------------------------|-------|-------|
| • E-mail and computer set-up | _____ | _____ |
| • Copier | _____ | _____ |
| • supply locations | _____ | _____ |
| • Calendar set up | _____ | _____ |
| • Mail | _____ | _____ |
| • Personal storage | _____ | _____ |
| • Filing processes | _____ | _____ |
| • General office duties | _____ | _____ |
| • Skype for business | _____ | _____ |
| • Office Keys | _____ | _____ |
| • Student Employees | _____ | _____ |

2. Introductions

This includes:

- | | | |
|--------------------------|-------|-------|
| • Testing Services staff | _____ | _____ |
| • Tutoring Center | _____ | _____ |
| • Library Tour | _____ | _____ |

3. Mission and Values

This includes:

College mission statement and values _____

Testing mission and values _____

4. Policies

This includes:

- Office hours _____
- Attendance _____
- Breaks _____
- Illness _____
- Personal emergencies _____
- Vacation _____
- FERPA _____
- Food and drink _____
- Test confidentiality _____
- Professionalism _____
- Employee evaluations _____
- Emergency procedures _____
- Recording time _____
- Test handling _____
- Cameras and monitoring _____

5. Test Center Information

This includes information about our test center:

- Manual _____
- Address and phone _____
- Fax _____
- E-mail _____
- Website _____
- Cell phones _____
- How to answer phone, transfer and hold _____
- Understanding office flow during slack/busy times _____

6. Test Administration

This includes training in all aspects of tests offered:

TEAS exams	_____	_____
CLEP Tests	_____	_____
PearsonVue	_____	_____
Correspondence	_____	_____
Proficiencies	_____	_____
PSI	_____	_____
Millers Analogy Test (MAT)	_____	_____
Extended Campus	_____	_____
TOEFL	_____	_____
Registerblast	_____	_____
ACT	_____	_____
ACT Residual	_____	_____
LSAT	_____	_____
SAT	_____	_____

GRE	_____	_____
ACT	_____	_____
DSST	_____	_____
Make up Exams	_____	_____
Nursing exams	_____	_____
CASTLE	_____	_____
On-Campus Classes	_____	_____
Foreign Language Assessments	_____	_____
PAN	_____	_____

7. Examinee Admittance and Dismissal

This includes:

- Procedures for admission _____
- Checking I.D. _____
- Sign-in and dismissal _____
- Personal items _____
- Seating _____
- Instructions _____

Upon completion of entire checklist employee and supervisor must sign and date.

Employee's Signature

Date

Supervisor's Signature

Date