Student Employee Resources

On-Boarding Program Materials:
- "Working at the UCSB Library" Training Module (15-20 mins)
- Library Student Employee Handbook (~10 mins)
- "Working at the UCSB Library" Review Exercise (~5 mins)

Additional Training:
- Customer/Patron Service
  - "Be Here: Providing Service in the Library" Training Module (<10 mins)
  - 'Be Here...' Training Review Exercise (~5 mins)
- Book Preservation & Collection Care
  - "Book Preservation..." Training Module (10-15 mins)
  - "Book Preservation..." Training Review Exercise (~5 mins)
- UC Learning Center
  - Sexual Harassment
  - Cyber Security
  - Safety Rights and Responsibilities

Learning Opportunities:
- Monday Online Digest for Employees (mODE)
- Lynda.com
- Student Employee Learning & Growth Request Program (see forms and documents)

Forms and Documents:
- Evaluation Form / Evaluation Matrix
- Student Employee Separation Form
- Student Employment Life Cycle
- Student Employee Learning & Growth Request Form
  - Announcement Email and FAQ
  - Supervisor Guidelines

Pay:
- Pay-stubs & At Your Service Online
  - Set up/change direct deposit
  - Elect to receive electronic W2
  - View your pay stubs
- UCSB Library Student Employee Pay Scale

Communication and Feedback:
- Electronic Suggestion Box
- Survey Results
  - 2017 Student Employee Survey/ Handout

Campus Resources
• Counselling and Psychological Services (CAPS)
• AS Food Bank
• Disabled Students Program (DSP)