

On-Campus Student Employment Training Sessions Fall 2017

Have your new student employees get trained in the basics!

In this interactive training session students will learn:

- Workplace etiquette
- Workplace technology (including setting up an oracle account and timesheet entry)
- Harper website (how to get information)
- Job performance
- Student's responsibilities
- Campus map

This is a paid training opportunity!

Have their PAN completed before attending.

Friday, August 11	10:00 AM—12:00 PM	W 218
Wednesday, August 16	1:00 PM—3:00 PM	W 218
Thursday, August 24	2:00 PM—4:00 PM	W 219
Tuesday, August 29	2:30 PM—4:30 PM	W 218
Thursday, September 7	2:00 PM—4:00 PM	TBD
Tuesday, September 12	3:00 PM—5:00 PM	W 218



JOB PLACEMENT RESOURCE CENTER

Register for any of the above sessions! 847.925.6400 or jprc@harpercollege.edu