

Graduate Fellows Handbook

Vanessa Arias Casillas

2022-03-24

Contents

Chapter 1

Graduate Fellow

Have Fun!

“Last compiled on March 24, 2022, Time: 13:19”

Chapter 2

Welcome to the QCL

Paragraph about QCL

Mission Statement

Chapter 3

Dress code

Office Casual

Chapter 4

Materials needed

☐ Computer

Chapter 5

New Employee Sign On

5.1 Before

- ☒ Resume and Cover Letter and References
- ☒ Interview
- ☒ Acceptance

5.2 After

- ☒ HR email
 - ☐ Orientation
 - ☐ Workday
 - ☐ IT will send you an email
 - ☐ <https://www.myworkday.com/theclaremontcolleges/d/home.html>
 - ☐ Signed documents
 - ☐ Show U.S. Citizenship/VISA
 - ☐ Get temporary permit for parking
 - ☐ Park in CMC permit parking or on the street (no permit needed)
- ☐ Talk about Schedule
- ☐ Shadow a workshop
- ☐ Employee Materials