

New Employee Quiz



Name:

Date:

Please fill out, print, and return this quiz to your supervisor or Student Union Administration Office, room 403. Alternatively, you may email the completed quiz to suadmin@email.arizona.edu. All answers can be found in the Arizona Student Unions Employee Handbook. Good luck!

1. The Union serves as the _____ of the college.
2. The SUMC was built with a strong _____ theme in order to reflect the Student Unions tradition of honoring the _____.
3. Who is the Director of the Arizona Student Unions? _____
4. The Student Unions are the _____ for the University of Arizona community where everyone can _____, _____, _____, and _____.
5. Active and engaging _____, _____, and _____ make the Unions more than a space; it is a _____ of the campus community.
6. Please list and describe the four steps of our 'W.H.A.T.' customer service philosophy:
W _____ **H** _____ **A** _____ **T** _____
7. The Unions' core values are _____, _____, and _____.
8. What is the Student Unions' vision statement? _____
9. What is required to be worn by all employees at all times? _____
10. Your UA _____ serves as your electronic time card.
11. Missing a staff meeting is the same as missing _____.
12. You must notify your supervisor at least _____ prior to the anticipated tardiness or absence.
13. Please explain the difference between an excused and an unexcused absence.

14. Official communication from the Student Unions will be sent via _____.
15. Student HR is a group that seeks to enhance the diverse workforce of the Unions by finding better ways to _____, _____, and _____ our student workers.
16. There is a \$ _____ total purchase limit for the 50/50 meal card.
17. What does PIP stand for? _____
18. Eating is generally _____ at all workstations.
19. In the case of a fire alarm, the _____ must be given before returning to the building.

True or False

1. ☐ T ☐ F All employees at the Unions must follow the exact same dress code.
2. ☐ T ☐ F In order to be eligible for 50/50 Meal Plan benefits and student raises, Orientation must be completed.
3. ☐ T ☐ F It is sufficient to inform only coworkers of tardiness or absence.
4. ☐ T ☐ F The 50/50 meal card may be used at all Unions restaurants.
5. ☐ T ☐ F The Arizona Student Unions exists within the department of Student Affairs.
6. ☐ T ☐ F There may be instances where I am not allowed a 15 minute break.
7. ☐ T ☐ F Only full time employees are eligible for worker's compensation.
8. ☐ T ☐ F Students are required to be evaluated regularly.
9. ☐ T ☐ F It is always appropriate to take personal calls while working.