HR Tip: New Student Workers & the Ethics/NDAH Online Training

Did you know that University departments cannot see the grades for student workers who completed the online Ethics Course and Non-Discrimination and Anti-Harassment Policy Agreement training while employed at another University department? That means when a Libraries’ supervisor hires new student assistants who say they completed this mandatory training at another job on campus the Libraries’ HR Department it is up to the supervisor to confirm this. Here’s how:

- Student assistant logs onto eLC
  - Clicks on USG Ethics Course found in the Course List column
  - Clicks on My Grades in the navbar on the left under My Tools
  - Prints the My Grades page and gives it to the supervisor
- Supervisor mails My Grades page to Libraries’ HR Department, Main Library