Questions about timesheets:
- Where can I find mine?
- How often do I fill it out?
- What if I don’t have one?
- What do I do with it after I complete and sign it?
- What if I sign mine after the pay period ends?

Questions about work contracts:
- What if my work contract doesn’t match what I thought I was hired for (hours, position, etc.)?
- What if I want to stop working for the Academic Support Center and work somewhere else?
- What if Student Financial Services says I am unable to work?

Questions about working in the writing center:
- What if I can’t make a shift and need to find a replacement?
- What do I need to do to close up the center when I’m the last person working that day?
- What if I run out of supplies, intake sheets, etc.?

Other questions about working in the writing center and Writing Assistant work:
- What if I have a great, surreal, or confusing session with a client?
- What if I’m not sure that I did the right thing with a client?
- What if I’m not sure what to tell a client (e.g., about punctuation, documentation, etc.)?
- What if I have questions about my WA appointment (problems with the professor, working too much or too little, etc.)?
- When and where do I meet my mentor group in the fall?
- What am I supposed to read or prepare for my mentor group meeting(s)?

Questions about ESL tutoring:
- How do I keep track of my tutoring time?
- Do I get paid if the student doesn’t show up for our meeting(s)?
- What if I’m having conflicts with the student?
- What if the student doesn’t seem to be using our meetings productively?
- What if the tutoring techniques I’m using doesn’t seem to be working?