

What does your front desk say about you?

Find out with our checklist!

<i>About your front desk/office reception area:</i>	YES	NO
✓ Does your entry lead students directly to a receptionist?		
✓ Does your receptionist face visitors as they enter?		
✓ Do you provide a clear alternative when your receptionist is away? (Examples: a sign with instructions; a bell visitors can ring to request assistance....)		
✓ If you require students to sign in, do you provide pens/pencils and a simple form?		
✓ Does your reception area feature words and images that make students feel welcome? (Examples: photos of smiling CSUN students; colorful posters....)		
✓ Do you provide a suggestion box or comment box to collect student feedback?		
✓ If your office lacks a substantial front window, have you posted an easy-to-read "welcome" sign outside the entry? (Example: "We're open! Come in!" etc.)		
✓ Does your receptionist greet visitors with a smile and an offer to help?		

If you answered **YES** to all of these questions, your reception area or front desk welcomes students and sends the message that your office staff is ready to assist students.

Missing some opportunities for hospitality? Let us help you!

