TALENT FORWARD

ONBOARDING STUDENT TALENT

Recommendations for successfully bringing a student into the workplace

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Congratulations, you have a student joining your workplace soon. Here are a few recommendations on what you can do to successfully prepare for, welcome, and transition your student into your organization.

ONBOARDING STUDENT TALENT

Prepare for Your Student

- ❏ **Organize IT requirements** for the role well in advance to ensure that your student will have access to any required hardware or software. If working remotely, confirm with the student what technology they need to provide and what your organization will provide.

- ❏ **Create a list of training materials** that will help the student to understand the company, the field, project, and duties of the role. Prioritize which materials the student should review first and which ones can be reviewed later.

- ❏ **Collect any relevant company materials** such as an employee handbook or HR policies/ procedures

- ❏ **Create a primary tasks list** to identify the critical tasks that the student should be focused on. Brainstorm another list of additional tasks that the student can do if they complete their primary tasks quickly.

Communicate with Your Student

- ❏ **Confirm the start date with the student.** Most student talent programs have defined start dates such as the start of a new term, but these dates can sometimes be adjusted if necessary.

- ❏ **Send the required hiring paperwork** and have the student review any employment details (vacation pay, sick leave, hours, etc.) before their start date.

- ❏ **Send a welcome email a week before their start**, letting the student know that you are preparing for their arrival and what they can expect in the first week. Ask the student to consider what they want to learn from this work experience.

- ❏ **Tell the student who they will meet with initially** on their first day of work and what time they should be starting work.

- ❏ **Contact the student's assigned staff person is the post-secondary institution** (if applicable) and ask what their expectations are of you while the student is working with your organization. *e.g. You may need to participate in a mid-term site visit meeting if you hire a co-op student.*

- ❏ **Connect with the student on LinkedIn** and encourage team members to also connect with the student to create a welcoming environment.

Discuss the Role and Training Plan

- ❑ **Review the job posting and tasks list.**
- ❑ **Discuss performance expectations and feedback**. Students often welcome regular feedback on their work and opportunities to improve their skills.
- ❑ **Ask what the student wants to learn.** Many students set learning objectives for their work as part of their curriculum.
- ❑ **Explain why their work matters.** Students are often motivated to know that their work has an impact and is valued in the organization.
- ❑ **Review the student's training schedule and tasks** for the first week

Connect with the Team

- ❑ **Introduce the student to your team.** Many supervisors send out a short introduction email.
- ❑ **Assign a buddy or mentor** that is not their supervisor.
- ❑ **Outline communication preferences.** Be clear about how you want the student to ask questions and communicate with you and the team, in terms of timing and which channels you want them to use *(e.g. video conferencing, chat platforms, daily meetings, email, etc)*
- ❑ **Arrange a tour** of the facility
- ❑ Invite the student to **any upcoming required meetings**
- ❑ Introduce the student to other **key partners or stakeholders** in or outside the organization

Set Expectations

The student may be new to the workplace so clearly outline your expectations including:

- ❑ Attendance, hours of work/tracking hours, and breaks
- ❑ Dress code
- ❑ Professional conduct
- ❑ Policies and procedures including overtime, payroll, sick leave, or absence
- ❑ Emergency procedures and safety training

Facilitate the Logistics

Ensure that your student has the tools, access, and information they require such as:

Technology
- ❑ Voicemail and email
- ❑ Calendar system
- ❑ Team chat platform
- ❑ Video conferencing
- ❑ Email distribution lists
- ❑ Printers, scanners, and copiers
- ❑ Wi-fi and network connections
- ❑ Filing systems

Information
- ❑ Ordering supplies
- ❑ Expense claims/petty cash

Work Environment
- ❑ Access to the building (keys, FOB)
- ❑ Parking and commuting info
- ❑ Break areas and restrooms

Key Contact Info
- ❑ Supervisor
- ❑ HR Staff
- ❑ Safety Lead

How to:
- ❑ Create an email signature
- ❑ Record a phone greeting
- ❑ Set up "out of office" notifications

MOVING FORWARD

Supporting Your Student for Success

- ❑ **Check in with your student at the start and end of each day** for at least the first two weeks.
- ❑ **Set up regular meetings with your student beyond the first two weeks.** Students often appreciate regular check-ins.
- ❑ **Assess your student's on-boarding and training** after several weeks. Ask them where they need more support or training to feel confident in their role.
- ❑ **Remind your student to ask questions** of yourself or the team if they need additional support.
- ❑ **Connect your student with other team members who can help them** if you aren't available.
- ❑ **Discuss the student's learning objectives** throughout the work term.