Work Learn Program Orientation Checklist

Pre-Arrival

0	Send an e-mail announcement to the team introducing the student employee (include a brief bio, their start & end dates and what they're responsible for). Is their computer/phone/e-mail account set up? Do they have access to the printer/shared drive/campus-wide systems? Arrange for you or a team member to have coffee or lunch with the student on their first day or during the first week. Create a small welcome package with a notebook, pen, job description, copies of training manual, key policies, etc.			
Welco	me & Tour			
_	Introduce student to other staff and faculty in the office. Explain their roles and what questions they can answer. Give an office tour including location of washrooms, first-aid kit, fire extinguisher, fire pull-station, emergency exits, supply room, kitchen, and copy/fax machine. Show the student their personal workspace and a secure location to store personal items. Assign an office buddy to help support the student and answer any questions when you are not available.			
Review Job Description and Student Duties				
_ _	Explain your own role, responsibilities and priorities and how their role supports you in your position. Explain how the role fits in the work group and department. With the student, review and complete the Work Learn Student-Supervisor Expectations document. Confirm appointment details (hourly wage, start and end dates, expected # of hours per week, total anticipated hours for the work term). Discuss specific work, duties and responsibilities including timelines and measures of success.			
Traini	ng Plan			
	Discuss knowledge, skills and competencies required for the work and create a training schedule. Provide an overview of training objectives and timelines. Who will conduct it, where, how, and by when should it be completed? Provide an overview of the first week schedule. Outline basic tasks the student can work on immediately to learn the position better.			

Student's Work Schedule					
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Supervision and On-going Support & Communication					
000	Workplace Health & Safety Workplace Conduct Workplace Attire Confidentiality Office Communications Telephone Usage Meals/Breaks		Department Contact List		
Next Steps					
	Give student their first assignment.				

 $\hfill \Box$ Schedule a check-in meeting with the student at the end of their first week.