



Work Learn Program Orientation Checklist

Pre-Arrival

- 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.

Welcome & 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.

Training 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

- When is the student required to be at work (fixed schedule, or flexible)?
- Will there be any changes in the schedule (slow/busy periods)?
- Are there times during the year when the student must be available?
- Is the student planning to take vacation/holidays during the term? How should they report those to you?
- Attendance Management - who should the student contact if they are sick or can't come to work?

Supervision and On-going Support & Communication

- Inform the student of your weekly schedule, regular availability and upcoming vacation dates.
- To whom will the student directly report? Who should the student report to in your absence?
- Discuss how and when you'd like to receive updates on the student's progress. Would you like to meet on a weekly basis, or can meetings be flexible as required?

Review Departmental Policies, Processes, and Procedures

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| <input type="checkbox"/> Workplace Health & Safety | <input type="checkbox"/> Organization Chart |
| <input type="checkbox"/> Workplace Conduct | <input type="checkbox"/> Department Contact List |
| <input type="checkbox"/> Workplace Attire | <input type="checkbox"/> Payroll Reporting - Discuss procedure for student to submit weekly hours to you and/or financial administrator |
| <input type="checkbox"/> Confidentiality | (Payday Calendar) |
| <input type="checkbox"/> Office Communications | |
| <input type="checkbox"/> Telephone Usage | |
| <input type="checkbox"/> Meals/Breaks | |

Next Steps...

- Give student their first assignment.
- Schedule a check-in meeting with the student at the end of their first week.