



Centre for Student Involvement and Careers

Work Learn Onboarding Plan

Student Name:

Start Date:

Timeline	Action Item	Materials required	Status
<b>Before first day</b>	Welcome email (include first day logistics e.g. where to meet you, start time, etc.)		
	Advise student staff to complete necessary paperwork before the first day (e.g. direct deposit form)		
	Workspace and office essentials are set up, e.g. computer, desk, email		
	Assign buddy/mentor		
	Other:		
<b>First day/orientation</b>	Tour of workspace/office and building (if applicable)		
	Introduction to mentor/buddy		
	Overview of the goals of the unit/department/project		
	Ensure that any unfinished paperwork is completed		
	Other:		
<b>First week</b>	Introduction to other staff members		
	Ensure responsibilities and professional expectations are clearly communicated		
	Provide necessary training on job duties		
	Provide resources needed for job e.g. staff contact list, training manual		
	Conduct a "first week" check-in to answer any outstanding questions and offer further support if needed		
	Other:		
<b>First Month</b>	Engage in an informal "get to know you" exercise with the student e.g. your individual workstyles, values, feedback preferences, etc.		
	Conduct ongoing performance management (clear expectations, necessary training, feedback, and recognition)		
	Schedule regular check-ins to ensure they are understanding their role and expanding their learning		
	Other:		



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<b>Ongoing</b>	Provide/conduct training on job duties as necessary		
	Conduct mid-point review		
	Engage in career related conversations with the student staff		
	Plan or invite the student to staff-wide events, e.g. lunches, professional development events.		
	Other:		