

Onboarding Student Employee Checklist

Before the Student Starts Work

- Finalise the start date, and weekly hours/schedule
- Ensure student's Humbermail account is active
- Send paperwork to Deb Cooper/HR
- Prepare work station (computer, basic supplies, uniform, etc.)
- Block time for first day meeting/welcome
- Send email to student confirming what time they should arrive to work, where they should go, and what they should wear and bring (eg. Uniform, work boots, portfolio, etc.)
- Send email to others in department, introducing/welcoming student; give a brief description of what the student's role is

First Day

- Be there when the student arrives to welcome them
- Give tour of area/department, including where to eat/where to store their lunch, etc.
- Meet with student – discuss the role, responsibilities, goals, and expectations; give Welcome Package (see below)
- Set regular check-in meetings with student
- Have student sign any forms that still need to be signed
- Ensure student is familiar with equipment to be used
- Confirm orientation/training date

First Few Weeks

- Ensure training session has been completed
- Check-in
- Ensure job description is being followed (by student and manager)
- Discuss communication (best way to contact you – set meeting, call, email, pop by; best way to contact student)
- Discuss any concerns or issues that either of you have

Before December Break

- Conduct short performance review (review job description, goals, expectations)
- Ensure understanding of role and department
- Confirm 2nd semester academic and work schedule
- Confirm first day of work in January

Welcome Package Should Include:

- Welcome note from Manager
- Job description
- Important dates, and schedule for first few weeks
- Contact names and information for key people in department
- Organization Chart for department
- Emergency Contact Form
- Any forms to complete and sign
- Information about training – HRE&D training, Health & Safety Training, etc.
- Enclose appropriate information:

http://www.humanresources.humber.ca/assets/files/pdfs/Young_Workers_Brochure.pdf

<http://www.humber.ca/policies/>