**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**

* [Workplace Health & Safety](http://riskmanagement.ubc.ca/health-safety/new-or-young-workers)
* Workplace Conduct
* Workplace Attire
* Confidentiality
* Office Communications
* Telephone Usage
* Meals/Breaks
* Organization Chart
* Department Contact List
* Payroll Reporting - Discuss procedure for student to submit weekly hours to you and/or financial administrator [(Payday Calendar)](http://finance.ubc.ca/payroll/adminstrators/hiring/managing-staff/hourly-timesheet-cut-schedule)

**Next Steps…**

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