

Work Study Student ONBOARDING CHECKLIST

Hiring Process

- Work Study Student Authorization request submitted
- Job Offer Letter signed and copy provided to student & Work Study Coordinator
- Create Position BP completed in Workday
- Direct hire or Add Job BP completed in Workday
- All onboarding done through Workday

Pre-Arrival

- Introduce your student (including start/end dates and what they will be responsible for) via email to the team
- Arrange for yourself or a team member to have lunch or coffee with the student sometime during their first week (virtual or in-person)
- Have copies of job description, offer letter, training plan ready for the student
- Initiate access requests (SALTO, phone, email, computer, job specific software, shared drives, printers, etc...)

Welcome & Tour

- Introduce students to other staff and faculty in office. Explain their roles and the types of questions they can answer
- Explain appropriate dress for the workplace and other expectations for staff conduct
- Show student(s) their personal work area and a secure area to store personal belongings

Review job description & student responsibilities

- Confirm appointment details (start/end dates, hourly wage, expected # of hours per week)
- Discuss how and when your student can expect to be paid (pay schedule is biweekly, hours must be submitted in Workday by the 8th and 23rd of each month and students will be paid on the 15th and last day of each month)
- Explain your own role, responsibilities and priorities and how their role relates to yours and that of the larger team
- Discuss specific work, duties and responsibilities including timelines and measures of success



Student's work schedule

- Discuss the student's work schedule (is it a fixed, or flexible schedule)?
- Will there be any changes in the schedule (e.g., slow/busy periods?)
- Is the student planning to take vacation/holidays during the term, and when?
- Who should the student contact if they are ill or late?

Supervision & Communication

- Discuss your availability with the student including your weekly schedule and any planned absences
- Discuss supervision of the student. If the student will report to someone other than you, make necessary introductions
- Discuss how 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? When and where should they take place?
- Who should the student report to in your absence?
- Who should the student submit their hours to while you're away? Ensure all parties are aware of the procedure for submitting hours

Training

- Discuss knowledge, skills and competencies required for the work and provide an overview of training objectives and timelines. Identify who will conduct the training
- Clearly articulate expectations from the beginning to minimize confusion about what the position requires and answer any questions the student has
- Work with the student to identify learning goals
- Outline basic tasks the student can work on during the first week to learn the position better

Ongoing support & Mentorship

- Discuss the student's goals and objectives for the position
- Set up a regular time for two-way communication, constructive feedback, and to celebrate successes
- Discuss professional development opportunities (workshops, conferences, etc.)
- Mid-term evaluation from supervisor
- End of term evaluation and/or exit interview

Policies, Processes & Procedures

- Workplace Health & Safety
- Confidentiality
- Workplace conduct & professionalism
- Team or department contact list
- Break schedules

