

Pre-boarding & On-boarding Checklist for Supervisors

Preparing for the Student Associate Team:

- Supervisors:** Who will be the primary supervisor(s) and who will be the back-up supervisor(s)?
 - E-timecards:** The CWSP team needs all supervisors emails to enter them into the timecard approval system.
- Job description:** What will student associates spend their time on?
 - Daily schedule:** Will the student follow a similar schedule each day? Will they work in one department or multiple? Are there a.m. and p.m. checklists they should complete?
 - Routines:** Are there department routines that they can be integrated into (organizing files, weekly projects or reports, restocking supplies, staff meetings, etc.)?
 - Workspace:** Where will they sit? Will they be placed near their supervisor or co-workers that can offer supervision and support?
- Orientation:** Will student associates participate in new employee onboarding? Will this be handled by one supervisor, HR or someone else? If you need your entire student associate team together for onboarding, we have designated **August 12, 2019** as a day to make this happen, please let us know.
 - Documentation:** Will they need to complete any forms or trainings ahead of their start date (background checks, HIPAA or compliance training, proof of age, health screenings, NDAs, etc.)?
 - Security / ID badge:** Does security need to know about the student associate team? Will they be issued ID badges (temporary, regular or contractor badges)?
 - Computer hardware/software:** How do you want to handle their tech needs? Will IT issue a computer to share? Will they need to check the computer in and out each day? Will they need usernames and passwords for their computer and access to any additional programs?
 - HR:** Does your HR department know they are starting?
 - Communication:** How does your office share the news about the team starting? Is there an internal communication that can be distributed across the office?

Once the Student Associate Team Starts:

- ❑ **Introduction to what the company does / history:** Consider asking the student associates to do their own research and prepare info on what they discovered.
 - ❑ **Tour of the facilities:** Are there any “off limits” areas? Point out the location of bathrooms, break room, nearest exits, and where helpful people sit.
 - ❑ **Department knowledge:** Explain what their specific department does and how it fits into the big picture of the company.

- ❑ **Training:** Is there training the student associates must complete?
 - ❑ **Sharing policies:** Are there vital company policies around harassment, discrimination, reporting guidelines, confidentiality, etc. students need to review?
 - ❑ **Confidentiality:** What should student associates know about confidentiality of information?
 - ❑ **Emergency Preparedness:** How is an emergency indicated? What are the procedures for various emergency scenarios (fire, earthquake, etc.)?
 - ❑ **Office technology:** What office technology will they use on a regular basis? Who can they ask for help when they are using something for the first time?
 - ❑ **Personal technology:** Our student cell phone usage policy states that devices should be away while at work, please help us reinforce this.
 - ❑ **Email:** Will they use a company email? Is there email etiquette they need to be aware of? Are there sample emails or signatures they can review?

- ❑ **Arrival and Departure:** Are there check-in and check-out procedures the student associates should follow? Who should they check-in and check-out with (supervisor, co-worker, reception)?
 - ❑ **Breaks:** Where and when should they go on breaks and lunch and for how long? Do they need to notify the supervisor or someone else before they go?
 - ❑ **End of day:** Should they communicate what was accomplished and if so, what means of communication should be used?

- ❑ **Questions:** Who does the student associate go to with a question? If the primary person is unavailable, is there a backup person?
 - ❑ What is the best means of communication for them to ask questions?
 - ❑ How do they know that a person is not available for questions? Many student associates don't like to “interrupt” the supervisor, so how can they be made to feel comfortable doing so?