

## Corporate Work Study Program

### On-Boarding Checklist for CWSP Partners

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#### **Preparing for the Student Work Team:**

- Documentation:** Will student associate need to complete anything ahead of the start date - background checks, HIPAA training, proof of age, health screenings, NDAs, etc?
- HR:** Does HR already know about the student associates? It's always a good idea to get HR on board early in the process!
- Communication:** How does the team or company share the news about the student work team starting? Is there an internal communication that can be distributed across the company or office? Does the CWSP Partner want language about CRNY to be included in the email?
- Orientation:** Will student associates participate virtually or in person in any kind of new employee or intern onboarding? Will this be handled by one supervisor, HR or someone else?
- Work Location:** Will students be working in person at different offices? Work w/ your CWSP Partnership Associate to ensure the preferred model/location is established well ahead of the students' start date.
- Computer hardware/software:** Does the CWSP Partner want to give student associates company hardware to keep in the office? Will they need user names and passwords for any additional programs?
- Supervisors:** Who will be the primary work team supervisor and who will be the back-up supervisor(s)? Is the supervisor or back-up supervisor well placed to approve timecards and complete performance evaluations?
- Job description:** What will student associates spend their time on?
- Schedule:** To start, will students follow a fairly similar schedule each day? Will they work with one department or different departments?

- ❑ **Routines:** Are there departmental routines that the student associates can be integrated into (organizing e-files, weekly projects or reports, staff meetings, etc.)?
- ❑ **E-timecards:** Did the supervisor get information from the CWSP staff for timecard completion?

**Once the Student Work Team starts:**

- ❑ **Sharing policies:** Are there any vital company policies around harassment, discrimination, reporting guidelines, confidentiality, etc. that the student associate needs to read and understand and/or complete formal training on?
- ❑ **Confidentiality:** Is there anything that the student associate need to know/understand about confidentiality of information? Are there procedures they need to read and discuss? Do NOT assume a student associate understand confidentiality in the context of your specific work. Better to teach!
- ❑ **Virtual or In Person Meetings:** Practice an introduction with the student worker for when they meet co-associates from around the company virtually or in person.
- ❑ **Introduction to what the company does/history of the company:** CWSP placements are giving the student associates opportunities to understand corporate and nonprofit worlds. Understanding what a company does and how the company fits into this world will help them do a better job, feel more connected to their team and help them make better decisions. Consider asking a student to do their own research and meet with their supervisor and prepare to share their notes or some slides on what they discovered.
- ❑ **Department knowledge:** What does the department that the student associate will be in do and what is the significance of this department? This may be the first time these student associates have experienced a certain industry/department and they have limited knowledge initially of what the department does or why the department exists.
- ❑ **Office technology and software intro:** What office technology and/or software will students use on a regular basis? Who can they ask for help when they are using various technology or new platforms?
- ❑ **Training:** Is there training that they must complete as an intern/employee of the company? Are there instructions they need to read and understand?

- ❑ **Questions:** Who does the student associate go to with a question? We want to do EVERYTHING we can to encourage questions from the start!
  - If the primary supervisor is not available, who would the student associate turn to?
  - What is the best means of communication for the student associate to ask questions? In person, email, chat, phone, schedule a meeting, etc.?
  - How does the student associate know that 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?
  
- ❑ **Names:** How should student associates address adults via email - First name? Ms.? Mr.?
  
- ❑ **Breaks:** When does the student associate go on breaks and lunch and for how long? Do they need to notify a supervisor or someone else when they go? Legally, students need at least a 30min lunch and two 10min breaks. Being direct and structured about this to start makes managing schedules easier in the long term.
  
- ❑ **Email:** Will the student worker use company email or their school email? Is there any particular email etiquette that the student associate needs to be aware of? Are there sample emails or signatures they can be shown?