

Onboarding Information for Off-campus Employment

- **Finalizing student positions**
 - Review applicant cover letters and resumes to determine who you would like to interview.
 - Send out interview requests and emails to unsuccessful candidates.
 - Once you have decided on the best candidate for the position, send them an email with your job offer.
 - If they accept, welcome them to the team and give them details about their first day of work. When do they start, where do they go, what do they need to bring, and give an idea of what they can expect to be doing.

- **First week of work checklist**
 - Show the student where their workstation will be. (It is a nice gesture to have a little welcome package prepared)
 - Introduce them to the other people in the department and show them around.
 - Provide information on your company such as the history, values, and goals.
 - Sit down with the student and get to know them. Communicate to them what your expectations for the position are and then ask them what they are hoping to gain from the experience.
 - Discuss protocols. For example, calling in sick, storm days, dress code, and working around their class schedule.
 - Ensure student is set up for payroll.
 - Check that any equipment or technology they will be using is set up and ready to access.

- **Financial services checklist**
 1. Ensure the student knows everything that is needed to be put on payroll. For example, a direct deposit form, void cheque, and tax return forms.
 2. Provide the contact information for the payroll office.
 3. Give any information required on timesheets and how to claim hours worked.