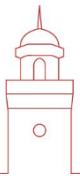


**Onboarding Checklist**  
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Pre-arrival	
Plan and prepare for the student's arrival to create an organized welcome	
<input type="checkbox"/>	Assign a workspace
<input type="checkbox"/>	Establish computer, network, email, and telephone access
<input type="checkbox"/>	Order office supplies and any other equipment or tools needed
<input type="checkbox"/>	Arrange time and date for photo ID
<input type="checkbox"/>	Arrange for building access cards/keys and parking pass
<input type="checkbox"/>	Gather reference materials (staff directory, voicemail/email instructions, appropriate work policies, etc.)
<input type="checkbox"/>	Ensure all documents are prepared that need to be completed/signed by student
<input type="checkbox"/>	Provide student with instructions pertaining to their first day (start time, break times, who will greet them, parking information, dress code, and on-site food vendors)
<input type="checkbox"/>	Notify employees of the student's pending arrival
<input type="checkbox"/>	Identify work for students to start within the first few days of the term



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Arrival – first day/week	
Integrate the student into the organization	
<input type="checkbox"/>	Give a warm welcome and discuss the plan for the day
<input type="checkbox"/>	Introduce the assigned workspaces and review phone, computer, and other equipment
<input type="checkbox"/>	Tour the building and introduce students to other staff members and key contacts
<input type="checkbox"/>	Provide required keys, security access and parking pass
<input type="checkbox"/>	Review job description, key duties, expectations, and safety procedures
<input type="checkbox"/>	Schedule regular one-on-one meetings to discuss projects, recognize accomplishments, and offer feedback
<input type="checkbox"/>	Review company policies and complete required documentation (e.g. payroll)
<input type="checkbox"/>	Attend photo ID appointment
<input type="checkbox"/>	Organize any required training
<input type="checkbox"/>	Take the student to lunch
<input type="checkbox"/>	If onboarding multiple students, consider a team-building activity