

## **ONBOARDING**

What students need to **KNOW** to start working  
Brief overview of the department

## **ORIENTATION**

What students need to **DO** to start working  
Detailed information about the department

## **TRAINING**

What students need to **KNOW** to **DO** their jobs  
Initial Training and Ongoing Training

## **MANAGEMENT**

What **YOU** need to **DO**  
to promote transferable  
skills and retain  
student employees

## ONBOARDING

Contact students  
Briefly discuss job  
Briefly discuss department  
Discuss documents required for payroll

Introduce yourself  
Schedule Orientation Meeting  
Discuss scheduling needs

## ORIENTATION

Register students for payroll  
Assign to specific Job  
Communicate responsibilities

Establish work schedule  
Discuss department in detail  
Present overview of policies  
Provide office/building tour

Assess goals/skills  
Define mission  
Introduce staff

## TRAINING

Provide specific details about job  
Teach the job  
Tell them what NOT to do

Initial Training: *Training Modules/Certifications, Statement of Confidentiality, discuss policies in detail, discuss discipline procedures, communicate Termination Protocol*

Ongoing Training: *improve work performance, address issues, create training programs, address mission related issues, review policies, introduce new responsibilities*

## MANAGEMENT

Develop Management Style: *establish communication, set boundaries, firm but fair*

Manage with Purpose: *assign pre-planned tasks, give meaningful responsibilities, promote transferable skills, expose to professional situations, bridge gap between major and job*

Set Management Goals: *expect respect, aim for professionalism, encourage positive attitudes, welcome ideas and contributions, promote professional growth*

Provide Evaluations on: *Performance, dependability, comprehension, contribution, professionalism, Interpersonal/communication skills, meeting goals*

Cancel, Counsel or Terminate