

TIPS FOR ONBOARDING STUDENTS *Remotely*

Spending the time to develop a thorough onboarding process can help alleviate some of the stress and questions a student may have as they begin a work-term or placement. When done correctly it can also help to quickly integrate the student into your work place culture, even while working remotely.

GET PREPARED



- Connect with IT well in advance of your student's first day to make sure they have access to all the hardware and systems they need to succeed.
- Ensure the student is aware of any technology you will be providing to them and arrange for its delivery via courier (if necessary, arrange for the student to pick up the technology at the office in a safe manner).
- Prepare a checklist to send your student with everything they will complete during the on-boarding process (this can also include tasks to complete before their first day).

BE WELCOMING



- Make a warm first impression. Send a welcome email one week before your student's first day, expressing your enthusiasm for having the student join your team followed by a schedule for the first day. Include links to employee handbook, checklist and website.
- Connect with your student via LinkedIn (and encourage the rest of your team to do the same), so your student feels welcome and starts to get to know the team, prior to the start of the work-term or placement.

MAKE YOURSELF AVAILABLE



- Offer assistance and help them get up to speed by being available to answer quick questions using a digital chat option such as Slack, Microsoft teams, Google Hangouts, etc. Be sure to provide a contact name should your student require any IT assistance.
- Connect with your student first thing and provide the same on-boarding overview that you would if they were working with you in-person. Get to know their learning style by asking questions like:
 - *What does being supported at work look like for you? What excites you the most about this position? What concerns do you have?*

REINFORCE TEAM CULTURE



- Set up virtual meetings for the student to meet with other key members of the team and key employees.
- Have casual conversations about non-work-related topics with the entire team to build comradery and improve job satisfaction.

ENSURE CONSISTENCY



- Outline clear expectations and goals for your student and refer to them in future meetings.
- Provide subtle and timely virtual nudges if you are concerned about work pace.
- Be open and watch for warning signs including missing deadlines or being unavailable for conference calls. Use these opportunities to reinforce expectations and address any concerns you or the student may have while working remotely.
- Check in with your student at the start and end of each day for at least the first two weeks.
- If that schedule works, continue it daily otherwise set-up a weekly or bi-weekly meetings that work for you.