

ONBOARDING A STUDENT INTO A REMOTE EXPERIENTIAL LEARNING PLACEMENT



EMPLOYER CHECKLIST

Setting a student up for success in a remote position requires forethought and attention to many details. Use this checklist to make sure you're preparing both the student and you for a rewarding experiential learning experience.

1. INFORMATION TO INCLUDE IN THE JOB DESCRIPTION ■

- Specific outcomes for the role
- Regular and occasional duties
- Expected working hours and work schedule
- Clear reporting requirements
- Indication of how the role integrates with the rest of the team
- Required equipment

2. TIPS FOR REMOTE ONBOARDING ■

As you orient the student to your organization and their role, remember that culture and connection form the most important elements of the onboarding process.

MEET & GREET

- Send a warm welcome email to the student.
- Set clear first-day expectations.
- Deliver a virtual onboarding session, providing the slide deck as a resource.
- Follow-up and check in with your student.

IT & HR SETUP

- Explain how technology supports your work culture.
- Present policies as customs ("the way we do things around here").
- Guide the student through HR paperwork.
- Provide background on your organization, not just manuals.
- Give the student opportunities to participate and observe real work (avoid assigning them days of isolated reading).
- Explain how they will be paid and provide any necessary tracking tools.
- Set the student up on all the productivity and communication tools they'll need.

ORIENTATION TO TEAMS & TASKS

Provide key contact information (for yourself, colleagues the student will be working with, and support staff, if applicable, such as the IT help desk and the HR department).

Connect the student with a “work buddy” or mentor.

Formally introduce the student to the team and the larger organization.

Provide e-introductions to colleagues.

Create opportunities for virtual job shadowing.

Explain how work will be assigned and monitored.

Arrange regular check-ins.

Include the student in as many meetings as possible.

3. KEEPING YOUR STUDENT MOTIVATED ■

Help the student create a daily schedule that suits their energy flow.

Provide mentorship and coaching.

Celebrate daily and weekly achievements.

Set aside regular time to discuss the student's overall performance and professional development.

Assign a special project to leverage the student's personal strengths.

Hold regular team meetings via video, and allow some pre-agenda time just for socializing.

Phone the student at unplanned times, just to say hello and find out how their day is going.

Set up a collaborative space (such as a Slack channel).

Make the student aware of health and wellness resources available to them.