

ONBOARDING STUDENTS CHECKLIST

Getting Day 1 of a work experience placement right will help the student feel safe, secure, motivated and able to thrive during their time with you. It's a chance for the student to meet their supervisor and mentor (if there is one), get to know their surroundings, learn a bit more about your organisation, understand their role in it, and see how they fit in.

Aim for a relaxed, but appropriately formal, day. The student will be forming first impressions, so build in time for them to sit back and take stock.

Student(s) name:

Date:

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Welcome Orientation

Introduce immediate supervisor and other key people such as First Aiders. Give background of company.

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Hazards

Explain and show any prohibited areas or machinery, dangerous substances, protective clothing, use of barrier creams etc

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Support

Identify another named nominee from the Company who the student can talk to if they have any concerns

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Fire and accidents

Explain fire and accident procedures and reporting (actual and near miss). Direct to Assembly Areas, First Aid points, washroom/toilets etc.

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Outline programme of work

Guide student through what they will be doing. Give clear instructions of tasks. Inform start times, breaks and finish time.

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Progress Check-ins

Discuss how and when check-ins will be done. What does the student hope to gain from work experience

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Safety P&Ps

Explain safety policies and procedures and issue any necessary safety literature, bearing in mind the age of the students, ensuring they understand their responsibilities

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Continuous Integration

Continue learning through training, mentorship, and skill-building programs.