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