

# Working Learner Onboarding Checklist

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RESOURCE	Guides

## How to use this resource

Using an Onboarding Checklist with your working learners is essential for setting clear expectations, ensuring a smoother onboarding process, and fostering a positive start to their employment journey with your department. The checklist below helps both supervisors and working learners stay organized, provides a roadmap for key tasks and training, and facilitates open communication from day one, setting the stage for a successful and productive working relationship.

Below is a good starting point for you as the supervisor, to ensure your working learner has a smooth onboarding. You can remove or add any content to better align with your department's process.

## Working Learner – Onboarding checklist

- Tour of office location:
  - Working spaces (both the working learner's space and the supervisor's space, any other important individuals they may need, conference rooms, etc.)
  - Introduce your working learner to departmental staff as needed
  - Break rooms (if your space offers refrigerators, microwaves, water stations, etc.)
  - The closest restrooms to your office
- Review position responsibilities with the direct supervisor.
- Discuss ASU's mission and goals and how it relates to the work they'll be doing.
- Discuss \*Your College/Department\* principles and vision and how it relates to the work they'll be completing.
- Walk through how their training will be structured and how they will complete ongoing professional development or training.
- Review the working learners class schedule and determine their work schedule.
- Set up a regular meeting schedule (weekly, bi-weekly, or monthly). Ensure required staff meetings get added to the working learner's calendar.
- Review office policies and standards:
  - Absence and late procedures
  - Lunch and periodic break policy (found in the [Student Services Manual](#), section SSM 305-06: Rest Periods)
  - Submitting time for approval
  - Requesting time off or schedule adjustments

- Office/technology setups:
  - Workstation logins (create an account if your device requires individual accounts, iMacs typically need an account created but Windows students can use ASUrite logins).
  - Review and provide access to any Google or Dropbox shared drives.
  - [Slack](#) – if your department utilizes specific Slack channels be sure to add your working learners to relevant channels and review how to use them.
  - [Generate email signature](#).
  - Zoom – if your working learner will be utilizing Zoom for their shifts be sure their technology and accounts have proper access to Zoom:
    - Does your technology have webcam capabilities?
    - Do you have headphones your working learner can use during their shift?
    - Other tech or platform access required specifically for your department.
- Complete mandatory ASU training:
  - [Community of Care for Employees](#)
  - [FERPA](#)
  - [Fire Safety](#)
  - [ASU Information Security](#)
  - [Seeds of Sustainability](#)
  - [ASU Title IX](#)
  - [Preventing Harassment and Sexual Violence at ASU](#)
  - Department-specific training – if your department requires any additional training be sure to add those here to ensure no training gets skipped.
- Have your working learner get a professional portrait. Your working learner can use this new portrait on Slack, email, Canvas, LinkedIn, etc. If applicable, your team could also feature your working learner on the team's staff page.
  - Enterprise Brand Strategy and Management at Centerpoint offers walk-in appointments twice a week; be sure to check their hours and availability at the [ASU photo office hours calendar](#).
  - Career Services and Tempe's GPSA USG has a free, self-service [photo booth](#) that produces professional portraits emailed to you within minutes. It is located in Tempe's Memorial Union on the 1st floor near Desert Financial Credit Union.