



Sample Student On-Boarding Schedule

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AGENDA

1. Welcome
2. Team Introductions/Office Tour
 - a. You may want to consider setting up a 15-30 minute one-on-one with key team members over a couple of days to share an overview of each member's roles and responsibilities.
3. Workstation and Computer Setup
 - a. Walk thru the computer software they will be using. Show the student how to enter time in Workday by logging into their Workday, choosing "Time" or "Absence," and entering time in the proper week/day timeframe.
4. Job Duty Review
 - a. Explain the work they will be doing for your office and your expectations.
5. Review Learning Objectives & Goals
 - a. Review learning opportunities from the position description to ensure learning opportunities can be tracked as learning objectives during evaluations/check-ins.
 - b. Document expectations and goals
6. Administrative Overview
 - a. Provide contacts procedures for calling off, emergency contacts, expected reviews, office procedures, feedback, etc.
7. Required Trainings: Visit the [B&F Learning & Development site](#) for a full list of training opportunities.
 - a. Code of Conduct
 - b. Institutional Data Policy
 - c. Diversity Training Other