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## Employer Checklist

### Orientation and Performance Support for Co-op Students

Our students are eager to be highly productive and professional in the work place. They wish to contribute to your organization's success and learn from their co-workers and managers. With some planning you can help them fit into your organizational culture and get them working to their fullest potential as soon as possible.

#### *In advance of the work term*

- Invite the student to your workplace to familiarize them with the location and key personnel
- Confirm start date and the hours the student will work
- Advise student of any security arrangements or documentation required on first day of work
- Inform co-workers and security/reception of student's start date
- Have work space and supplies ready

#### *Upon Arrival and In the First Few Days/Weeks*

- Meet early to clarify work objectives - review the job description together to ensure that work expectations are clear
- Go over the student's contract and other work-related policies like time off, holidays, health plans, cell phone and computer use policies
- Confirm the expected communication protocol should the student be sick or absent, and policy for making up time missed if required \*
- Arrange a small team gathering with those the student will work with most closely or do a walk-around introducing the student to the team
- Assign a mentor or buddy close in age to the student to help them feel at home in your work culture and acclimatize them to the city if they are from away
- Ensure the student understands the supervisory structure and knows who to approach for work assignment related questions and performance support
- Provide a list of key contact information and an organizational chart

\* As students are required to complete a minimum number of weeks for academic credit, significant time missed should be communicated to MCS as early as possible, in case medical documentation or further action is required.

### *During the work term*

- Arrange regular meetings throughout the work term to review progress and performance
- Be prepared to assign more responsibilities if the student is exceeding expectations in order to keep them motivated and challenged
- Consider the possibility of allowing the student to job shadow with staff in other areas of the organization
- Be available to meet with a representative from Management Career Services mid-way through the work term, in person or by phone, to discuss the student's progress
- Review with the student their work term report requirements and provide suggestions and support for successful completion of this academic requirement

**At any time during the work term, please contact Management Career Services if you need assistance in ensuring the work term is successful for both your organization and the student.**

### *Departure*

- Notify MCS right away if either you or the student requests to end the work term ahead of the scheduled contract date, so we can review and approve the request before departure, and adjust our records
- Schedule an exit meeting/debrief to discuss the student's experience with your organization
- Complete the final evaluation of the student when requested by Management Career Services – review your evaluation of their performance in person with the student providing positive reinforcement and constructive feedback to help them with their future career progression

### *Evaluation of the Student*

In order to receive academic credit for their work term, students must meet the following criteria:

- Completion of work term employment contract - minimum of 12 weeks\* full time work (35 hours or more per week) \*Note that sometimes more weeks are required - this is confirmed by Management Career Services during job approval process
- Positive evaluation of work term by the employer (assessed via the Mid Term Review and Employer Final Evaluation of Student)
- Successful completion of work term report assignment assessed by a faculty member within the Faculty of Management