1. **Before day 1: provide background information to the student**
   Prior to the student’s first day at work, forward any materials, websites, past project summaries or other information that will help the student prepare.

2. **Arrange a ‘welcome orientation’**
   Orientation could include a department-wide video chat, an overview of your organizational chart, and a staff-wide introductory email. You could also arrange one-on-one virtual meetings between the student and their co-workers. This can help students better understand their roles and how they fit into your workplace.

3. **Assign a buddy or mentor who is not the student’s direct supervisor**
   This can help students settle in and set them up with a contact to go to with questions beyond their usual job duties.

4. **Encourage students to invite senior staff to a virtual meeting**
   This will enhance students’ connection to the company and provide opportunities for them to learn about your organization’s culture.

5. **Include students during virtual staff meetings and training sessions**
   This can give co-op students the opportunity to practice meeting etiquette and develop a greater understanding of departmental responsibilities. This can also help them learn new skills.

6. **In large organizations, coordinate ‘co-op student coffee socials’ in a virtual space**
   Encourage students to share ideas, experiences, protocols and training. Students appreciate being connected to other students, even if just for moral support.

7. **Facilitate virtual meetings between students and professional contacts**
   This can help co-op students explore their career goals and the ways these goals align with your industry.

8. **Involve current students in the hiring of the next co-op student**
   Give co-op students the opportunity to learn how your organization screens and interviews applicants, and reduce work for the hiring manager. You could also ask students to write a training manual for future co-op students or to support the remote onboarding process.

9. **Include students in remote team building and learning activities**
   This could include inviting students to remote team meetings and lunch and learns, or connecting students to relevant associations or distribution lists.

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**Have you hired an international student?** Help the student feel at home by checking in regularly. Discuss your organization’s work culture, communication styles and expectations, as these may be different from what the student has experiences in their own culture.