REMOTE ORIENTATION CHECKLIST: What to cover during a co-op student’s first week

Taking the time to cover important information during the first week of working remotely can help co-op students settle into a work-from-home routine. By the end of the first week, you should share the following information with the co-op student:

- **Basic workplace contact information**
  - The supervisor’s name, title, email, phone number(s) and preferred method of communication
  - The student’s position title, email address and work phone number

- **Expectations for hours of work**
  - Work start and end times as well as break times
  - Overtime policies and procedures
  - Policies for medical and other appointments
  - Whom to contact if the student will be late or absent

- **Payroll and human resources details**
  - The student and employer should complete any necessary HR paperwork, including confidentiality agreements if applicable
  - The student should understand how the pay process works, including the method and frequency

- **Orientation to the work environment**
  - How to request or order supplies, and how to claim related expenses
  - Where to access reference materials and manuals as well as updates and notices

- **Workplace policies and procedures**
  - How to use the voicemail, calendar system, chat and video conference as well as appropriate greetings and signatures
  - Policies around phone use (if applicable)
  - Details about the organizational structure and communication channels
  - Which meetings to attend
  - Whether and from whom, the student can expect administrative assistance

- **Computer access and policies**
  - WiFi and network access details
  - Which computers and software should be used
  - What distribution lists to sign up for or use
  - Any relevant computer systems policies

- **Health, safety and wellbeing policies and procedures**
  - The contact information for the person or team responsible for health, safety and wellbeing
  - The process for reporting at-home work-related medical emergencies, as well as harassment or discrimination

*Note: As an employer, you must meet the minimum employment standards established by your province. Students are subject to CPP and income tax deductions and typically receive vacation pay (4%) in lieu of vacation days. Benefits are generally consistent with your company policy.*