UNIVERSITY OF WATERLOO
FACULTY OF ARTS

Co-op Student Checklist

Completed by:

Date:

Please indicate if student is: ☐new or ☐returning

Employee Information

Name:	University of Waterloo (UW) student ID number:	Supervisor:
Position:		Phone:
Address:	UW email address:	Emergency contact information:
Birthday:	Start date: End date:	First-Aid trained? Yes☐ or No☐

Access

☐Human Resources (HR) forms ☐Keys ☐Alarm code ☐Phone password/directory	☐Mailbox ☐Name plate/tag ☐WatIAM/HR/Arts Computing Office (ACO) ☐Exchange Calendar	☐Room bookings ☐Laptop bookings ☐Vacation program ☐Shared drives/emails ☐SharePoint	☐WCMS/Drupal access. Please specify: ☐Software requirements (ACO). Please specify:

Policies (UW and department)

UW mandatory training (web): ☐Workplace Violence and Harassment ☐Employee Safety Orientation ☐Accessible Customer Service ☐WHIMIS 2015 **Additional training:** ☐SEW (Waterloo Content Management System	(WCMS) – maintainers/web form) ☐Safety office (hazard specific training) ☐Review key policies ☐Vacation and sick leave – who to call ☐Leaves of absence ☐Holidays ☐Time and pay reporting ☐Overtime	☐Dress code ☐Confidentiality agreement ☐Health & safety (policy number 34) ☐Fire/emergency procedures ☐Midterm performance review ☐Work term report requirement ☐Cleaning schedule and procedures	☐Progressive disciplinary actions ☐Security ☐Email and internet use ☐Equipment sign-out (laptop, USB key) ☐Other:

Administrative Procedures

☐Review general administrative procedures ☐Office/desk/work station ☐Conference rooms	☐Mail (incoming and outgoing) ☐Office supplies and equipment ☐Telephones/voicemail ☐WatCard	☐Purchase requests ☐Personal calls/mail (stamps for purchase)

Introductions and Tour

Give introductions to department staff and key personnel during tour

☐Tour of facility, including: ☐Restrooms ☐Mail rooms ☐Copy centers ☐Fax machines	☐Bulletin board ☐Parking ☐Printers ☐Office supplies ☐Kitchen	☐Coffee/vending machines ☐Food Service outlets ☐Emergency exits and supplies	**Other departments:** ☐Key control ☐HR (forms) ☐Other:

Position Information

☐Introductions to team ☐Review initial job assignments and training plans	☐Review job description and performance expectations and standards ☐Review job schedule and hours	☐Review payroll timing, policies and procedures ☐Other:

Computers

☐Hardware and software reviews, including: ☐Email	☐Printer ☐Data on shared drives	☐Information Systems & Technology (IST) Help Desk training	☐Databases ☐Internet