

# 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:	First-Aid trained? Yes <input type="checkbox"/> or No <input type="checkbox"/>	
	End date:		

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

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

Administrative Procedures		
<input type="checkbox"/> Review general administrative procedures <input type="checkbox"/> Office/desk/work station <input type="checkbox"/> Conference rooms	<input type="checkbox"/> Mail (incoming and outgoing) <input type="checkbox"/> Office supplies and equipment <input type="checkbox"/> Telephones/voicemail <input type="checkbox"/> WatCard	<input type="checkbox"/> Purchase requests <input type="checkbox"/> Personal calls/mail (stamps for purchase)

Introductions and Tour			
Give introductions to department staff and key personnel during tour			
<input type="checkbox"/> Tour of facility, including: <input type="checkbox"/> Restrooms <input type="checkbox"/> Mail rooms <input type="checkbox"/> Copy centers <input type="checkbox"/> Fax machines	<input type="checkbox"/> Bulletin board <input type="checkbox"/> Parking <input type="checkbox"/> Printers <input type="checkbox"/> Office supplies <input type="checkbox"/> Kitchen	<input type="checkbox"/> Coffee/vending machines <input type="checkbox"/> Food Service outlets <input type="checkbox"/> Emergency exits and supplies	<b>Other departments:</b> <input type="checkbox"/> Key control <input type="checkbox"/> HR (forms) <input type="checkbox"/> Other:

Position Information		
<input type="checkbox"/> Introductions to team <input type="checkbox"/> Review initial job assignments and training plans	<input type="checkbox"/> Review job description and performance expectations and standards <input type="checkbox"/> Review job schedule and hours	<input type="checkbox"/> Review payroll timing, policies and procedures <input type="checkbox"/> Other:

Computers			
<input type="checkbox"/> Hardware and software reviews, including: <input type="checkbox"/> Email	<input type="checkbox"/> Printer <input type="checkbox"/> Data on shared drives	<input type="checkbox"/> Information Systems & Technology (IST) Help Desk training	<input type="checkbox"/> Databases <input type="checkbox"/> Internet