CRISTO REY JESUIT
CORPORATE WORK STUDY PROGRAM

2022-23 Timeline and On-Boarding Checklist

May-June: Submit any departmental / supervisor changes to CWSP
Mid/late June: Freshman Business Training Camp
July: CWSP creates student placements
Thursday, August 4: Supervisor Orientation | Cristo Rey Jesuit H.S. | 8:00 a.m.- 10:30 a.m.
This is our kick off event for student supervisors, program managers, and department leads; everyone who works with CRJ students is encouraged to attend. We will share best practices, review policies and procedures, and distribute student team information and the 2022-23 calendar. An email invitation will be sent in July, but you can email our team anytime to RSVP.
Late August: First day of work

Onboarding Checklist: New this year! We hope this checklist serves as a helpful resource for your organization to use internally as you prepare for your student team:

Getting Started:

❏ Pre-employment requirements: Will your organization require our students to complete pre-employment requirements including drug testing, background checks, and/or vaccinations? CWSP handles all of this. Please complete the 2022-23 onboarding Survey Monkey survey to share more details.

❏ Job descriptions: Job descriptions are used to make student placements. Please make sure your job description(s) have been emailed to the CWSP team. See email for a blank copy of our Addendum A (job description template).

❏ Company logo: Partners' logos are used in our marketing communications including our website and partner logo display board at school. For new partners or if your logo has changed, please email two versions of your logo; a .jpg or .png file, as well as a high resolution file (ex. .eps file).

❏ Billing: Billing information is collected during the contracting process. CWSP will reach out if further information is needed, please keep an eye out for communication.

Preparing for the Student Work Team:

❏ Documentation: Will student workers need to complete anything before the start date; background checks, health questionnaires, etc.? Please share this information on the onboarding Survey Monkey survey. CWSP handles all pre-employment screening.

❏ Additional information needed: Does CWSP need to provide middle initials, complete birthdates, or school ID photos for badges? If so, please email our team.

❏ HR: Does HR already know about the student workers? It's always a good idea to get HR on board early in the process.

❏ Computer hardware/software: Will the student workers use a computer/need a login? What software will they need access to?

❏ Door access: Will the student need a badge to access the building and/or floor?

❏ Supervisors: Who will be the primary supervisor and who will be the secondary supervisor(s)? The primary and secondary supervisor(s) will be responsible for completing daily timecards. Our performance management/timecard process will be shared during Supervisor Orientation on Thursday, August 4. If supervisor contact information is different than what was provided on the job description, please email updates to our team.

❏ Orientation: Will student workers participate in any kind of new employee onboarding on their first workday? Will this be handled by one supervisor, HR, or someone else?

❏ Schedule: Will students follow a similar schedule each day? Will they work with one department or different departments?

❏ Routines: Are there department routines that the student workers can be integrated into (organizing e-files, weekly projects or reports, staff meetings, etc.)?

❏ Communication: How does the office share the news about new employees? Is there an internal communication that can be distributed across the company or office? If you would like language about CRJ, please email our team.

<u>Once the Student Worker Team Starts:</u>
❏ Company policies: Are there any vital company policies around harassment, discrimination, reporting guidelines, etc. that the student worker needs to read and understand? If so, please schedule time on the students first few days of work to complete this.

❏ Confidentiality: Is there anything that the student workers need to know/understand about confidentiality of information? Are there procedures they need to read and/or sign? If so, please schedule time on the students' first few days of work to complete this.

❏ Introduction to what the company does/history of the company: CWSP gives student workers the opportunity to understand the corporate and nonprofit worlds. Understanding what a company does and how the company fits into this world will help them do a better job and make better lifelong decisions. Consider asking a student to do their own research and meet with their supervisor and prepare to share their notes or some slides on what they discovered.

❏ Department knowledge: What does the student worker's department do and what is the significance of the department? This may be the first time the student worker has experienced a certain industry/department and they have limited knowledge initially of what the department does or why the department exists.

❏ Office technology and software intro: What office technology and/or software will students use on a regular basis? Who can they ask for help when they are using something for the first time?

❏ Email: Will the student worker use company email? Is there any particular email etiquette that the student worker needs to be aware of? Are there sample emails or signatures to reference?

❏ Training: Is there training that they must complete as a new employee of the company? Is this one time training or continuous training? Are there SOPs or Work Instructions they need to read and understand?

❏ Questions: Who are 1-2 key people the student worker can go to with a question? These colleagues may or may not be the assigned primary/secondary supervisor. Students need to know who they can go to with a question or when they need more work to do.

❏ How does the student worker know that a person is not available for questions? Many student workers don't like to "interrupt" an adult, so how can they be made to feel comfortable doing so?

❏ Names: How should student workers address adults in person and via email - First name? Ms.? Mr.?

❏ What is the best means of communication for the student worker to ask questions? In-person, email, chat, phone?

❏ Lunch: When would you like the student worker to go on lunch? All students need a 30 min lunch break. Let the student know where they can store their lunch and where they are allowed to eat.

❏ Emergencies/Sick Students: Always call 911 if there is a significant emergency and then call Cristo Rey Jesuit High School's Main Office at 414.436.4600 and ask for a member of the CWSP team. If a student is not feeling well, the supervisor should call the Main Office and we will assist. Students should not contact their family; CWSP is always the main point of contact between the parent, student, and partner.

❏ For other FAQs (ex. offsite events, technology policy, uniform policy) please see our handbook that will be distributed during Supervisor Orientation on Thursday, Aug. 4.

<u>Student Workdays - Change for 2022-23</u>

- Monday: Seniors
- Tuesday: Sophomores
- Wednesday: Freshmen
- Thursday: Juniors
- Friday: Friday will now be the rotational workday