

Supervisors Checklist for Student Employees

This checklist is designed to assist Supervisors with their new student employee's employment requirements. There may be additional items specific to your department that are not addressed below. Supervisors are encouraged to speak to Human Resources if they have any questions.

Prior to Arrival:

- Ensure budget approval was requested and/or received.
- Ensure [Request to Hire a Student Form](#) is completed.
- Ensure the student employee knows the expectations of the position, work, shifts and demands etc.
- Confirm start date, start time, and where to meet you on their first day.
- Advise other team members of the student employee's name, role and start date.
- Contact UTS to request a phone connection, internet access and laptop, etc. by submitting an a [ticket](#).
- Ensure the work area is equipped with necessary furniture, equipment, and supplies.
- Ensure you [order keys](#) or set up a key card for access (if applicable).

Upon Arrival:

- Welcome student employee upon arrival and introduce to their team members/key contacts.
- Orient to workspace, equipment, washrooms, break/lunch areas, etc.
- Establish breaks/lunch periods in accordance with [Employment Standards](#).
- Explain the structure of the department.
- Verify the employee has provided their employment forms to Human Resources.
- Verify employee has completed the mandatory training required by all workers in Ontario and have provided confirmation of completion to Human Resources.
 - Accessibility for Ontarians with Disabilities Act (AODA) - Access Forward
 - Accessible Customer Service training - OHRC
 - Ministry of Labour - Health & Safety Awareness Training
 - Occupational Health & Safety Act: Harassment in the Workplace
 - Workplace Hazardous Materials Information System (WHMIS) 2015
- Verify student employee has reviewed the required posters/policies and provided confirmation to Human Resources.
 - Employment Standard Act Poster
 - Health & Safety at Work
 - Workplace Safety & Insurance Board
 - Employment Accommodation Policy
 - Health & Safety Policy
 - Workplace Violence & Prevention Policy
 - Respectful Workplace & Learning Environments Policy
 - Disconnecting From Work Policy
 - Electronic Monitoring Policy

- Verify student employee has provided Human Resources with a current Criminal Record Check (including vulnerable sector check), if applicable.
- Review the employee's role, outcomes expected and ensure the employee is provided with all the necessary tools they need to successfully complete the tasks in the respective Job Description (provide a copy).
- Define key expectations such as any dress codes, how absences are reported/recorded, telephone/ email protocol, Health & Safety procedures/first aid, client interaction/customer service and any other information relevant to their job.
- Discuss your role, management style, expectations, and how you provide direction/feedback. Supervisors should establish a process for regular meetings/communication and ensure new employee's learning needs are being met.
- Direct student employee to sign in to Webadvisor to ensure access to their pay advices, submit electronic timesheets and find their T4.
- Review location of first aid kit. Remind all and new employees of this location.