

Checklist for Onboarding a Youthworks Participant

Welcome to Youthworks! We are very excited to have you as a partner in our program. To support your efforts to create an inviting and supportive work environment for participants, below is a checklist of tasks to complete to ensure a successful onboarding.

Task	Implementation	Done
Introduce yourself and your team to the participant, ensure they feel welcome!		
Introduce participant to the Work Based Learning plan that was created.		
Provide the participant access to all systems needed to do their job		
Provide participants with Signal Success information.		
Obtain participant's contact information/ emergency contact information.		
Create a checklist of participant's daily tasks		
Review job expectations with the participant		
Provide participant a system around asking for support help		
Walk the participant through each task they are expected to complete		
Have a conversation with the participant on what they hope to gain from this experience		
Set expectations around timeliness, appearance, taking a sick day and running late. (Work with the assigned case manager to ensure expectations align with the program's expectations.)		
Discuss pay periods, hourly rate and hours required. Demonstrate how to log hours.		
Discuss and determine participant's plan to commute to work each shift		
Provide participant with contact information for you and the team		