

## Onboarding Your Student Associate

- Documentation**
  - Determine if Student Associates need to complete any pre-employment requirements for your organization, specifically (e.g. a non-disclosure agreement that needs to be signed by the student and their parent/guardian). ICA Cristo Rey manages all aspects of Student Associates' employment documentation, including work permits, W-4s, I-9s, employment verifications, and insurance.
  
- HR Coordination**
  - Confirm whether HR is informed about the incoming Student Associate
  - Engage HR early in the process for smooth onboarding
  
- Internal Communication - decide how to share news about the Student Associate team within the organization.**
  - Consider an internal announcement or email
  - Arrange for a team lunch/break celebration to welcome your Student Associate
  
- Technology Needs**
  - Decide whether Student Associates will use company-issued laptops or school-issued Chromebooks
  - Arrange for any necessary usernames, passwords, or software access
  
- Supervision**
  - Identify the primary and alternate supervisors
  - Equip supervisors to be impactful mentors, guiding and supporting student development
  
- Schedule**
  - Determine if students will follow a consistent daily schedule
  - Decide whether students will work with one department or rotate between several
  
- Daily Routines**
  - Integrate students into existing departmental routines (e.g., organizing electronic files, weekly projects, staff meetings)