Project Title: Onboarding Checklist Project

Project Category: Company Contribution

Objective: Create a clear and concise onboarding checklist to help future student interns get oriented to your workplace. The checklist should include tasks, tools, introductions, and best practices that ensure a smooth and confident start.

Step-by-Step Instructions:

Step 1: Interview and Observe - Talk with your supervisor or team about what new student workers need to know on Day 1 and Week 1. - Reflect on your own experience starting the job. What helped? What was confusing? - Review any existing onboarding materials and look for gaps.

Step 2: Outline Key Categories Organize the checklist into major parts: 1. **Before You Start** - What to wear - What to bring (notebook, ID, lunch, etc.) - How to get there (directions, parking, public transit tips)

2. **First Day Tasks**
    - Tour of the office
    - Meet your supervisor and teammates
    - Set up your desk/workstation
    - Review work schedule and expectations
3. **Technology & Tools**
    - Logins and passwords (email, software, time tracking)
    - How to use common programs (Outlook, Teams, Google Drive, etc.)
    - Where to save files
4. **Daily Responsibilities**
    - Regular tasks you'll be doing
    - Who to ask for help
    - Time management tips
5. **Professionalism Tips**
    - Email etiquette
    - Phone answering script
    - Dress code
    - Asking for help or time off
6. **Extra Notes**
    - Lunchroom, restrooms, break times
    - Emergency contacts or safety info
    - Any advice from you!

Step 3: Design the Checklist - Use clear headings and bullet points. - Make checkboxes for each task or item. - Keep the language simple, professional, and welcoming. - Consider using Google Docs, Canva, or Word to format it cleanly.

Step 4: Review with Supervisor - Share your draft with your supervisor. - Ask if anything should be added or removed. - Make final edits and save the document.

Step 5: Finalize and Share - Save as a PDF or editable Google Doc. - Add it to your shared team drive or onboarding folder. - Optional: Print a few copies to keep at the front desk or workspace.

Deliverables: - Final Onboarding Checklist (PDF or Google Doc) - Optional: One-page reflection on how this would have helped you as a new intern

Estimated Timeline: 1–2 weeks

Skills Practiced: - Organization and structure - Workplace empathy - Communication and formatting - Document design - Collaboration and feedback