



NEW STUDENT EMPLOYEE 30-60-90 TRAINING GUIDE CHECKLISTS

First 30 Days (Month One)

Day 1 Checklist

Date	
	Student Welcome and Introduction
	Review 30-60-90 Training Purpose, Overview and Structure
	Review UWG Strategic Plan
	Review Divisional / Departmental Structure
	Review Job Description
	Review Campus Resources
	Conduct a tour of the department and share key contacts (add your key contacts to a copy of the above linked Resources document)
	Assist employee with OneLogin account and review computer applications that will be used.

Week 1 Checklist

Date	
	Ensure employee has an ID card , alarm code and keys/access to SAM box keys if needed to access work location.
	Ensure employee can log into DevelopWest and complete WorkWest compliance training. Employee should complete WorkWest compliance training within the first 30 days of employment.
	Discuss specific performance evaluation process and the frequency of reviews. Establish dates for check ins. (60 days, 90 days, etc).
	Explain work hours, shift start and end time, lunch, overtime procedure (if applicable), and the importance of correctly recording and submitting time worked and absence requests in OneUSG .
	Conduct or assign job-specific training (driver training, equipment, hardware/software, Policies/Procedures , DevelopWest modules)

Week 4 Checklist

Date	
	Informal evaluation of student employee / review of job description
	Begin thinking of some goals for Month Two

31-60 Days (Month Two)

Week 5 Checklist

Date	
	Discuss goal Setting (what & why)
	Student sets a SMART goal for next 30 days

Week 6 Checklist

Date	
	Provide Personality Assessment
	Parallel goal and personality results

Week 7 Checklist

Date	
	Review SMART goal progress, plan for the next SMART goal

Week 8 Checklist

Date	
	Review SMART goals
	Guide in setting 2nd set of short term goals to complete by Day 90
	Informal evaluation of student employee
	Evaluation of supervisor by student

61-90 Days (Month Three)

Week 9 Checklist

Date	
	Discuss mentors and the importance of having a mentor
	Tailor the student experience

Week 10 Checklist

Date	
	Review verbal and nonverbal communication skills

Week 11 Checklist

Date	
	Review professional and business etiquette
	Review customer service skills, teamwork and conflict resolution

Week 12 Checklist

Date	
	Final formal student employee evaluation
	Final evaluation of supervisor by student
	Award student employee 30-60-90 Wolf Pack Training Certificate of Completion