

PSPC On-Boarding & Orientation Program

At PSPC, we have On-Boarding and Orientation Kits for both students and new employees. They are comprised of detailed checklists for immediate supervisors and cover time frames starting prior to arrival, all the way to the end of the employment period.

Key Milestones in the student kit:

Prior to arrival



Timelines for Staffing



IT and Security set-up



Sharing important information



Prepare for arrival

First day



Introduce the team



Discuss rules & schedules



Provide resources



Give an office tour

Throughout employment



1st and 2nd weeks

- Online orientation course
- Learning plan & objectives
- Roles and responsibilities
- Diversity Networks

rest of employment

- Evaluate performance regularly
- Organize integration activities
- Discuss re-employment, if appropriate

Departure



two weeks prior

Departure form

day of departure

Celebrate accomplishments!