

CHECKLIST FOR EMPLOYERS WHEN ON BOARDING YOUNG PEOPLE IN THEIR FIRST 2 WEEKS ON THE JOB.

The first two weeks when on boarding a young person is so important. This is where you will be able to set the expectations on what is expected of the young person. But where do you start? We have created a simple checklist for on boarding young people in the first two weeks of the job to set best practices going forward.



**MINISTRY OF SOCIAL
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Checklist



Let them see the vision

Get the young person to review the organisation and department missions to keep everyone on the same page.



Action plan

Curate an action plan for the young person to carry out so that they don't keep distracting you for the next task, so you can give them real time when needed.



Don't assume

Show the young person how to use the office equipment, i.e. Copy machine, phone remembering some young people have never had this training before.



Set regular evaluation meetings

Having a goal is the starting point to tangible success and movement towards the end product. Give the young person something to work towards.



Show, don't tell

With more young people having quicker attention spans, appeal to the crowd by showing them what to do, rather than merely telling them.



Keep them informed

Give the young person a feel for the organisational structure, provide an organisational chart or staff list with phone numbers.



Be there as an example for them

Go over the Job description with the young person so they understand it. Be on their side.



Don't take for granted

Explain the dress code and why this dress code is important.



Learn from them

So that it isn't a one-way dialogue, learn from them and test new ideas with them. Young people are great sources for inspiration due to lack of experience.



Be truthful

No one appreciates fake feedback, all it does is waste time. Be honest and upfront in a gracious way.



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