



Youth Employee Checklist

Youth Employee Name: _____

Supervisor Name: _____

Introduction to Department and Workplace

- Introduction email to staff
- Department tour and introduction to staff
(make sure to include break space, emergency exits and a bathroom code if there is one)
- Review of organizational chart
- Informational meeting(s) with key staff
- Identify back-up supervisor (for when primary supervisor is not available)

Tools, Training and Protocols

- ID card (if needed)
- Computer Access
- Schedule any required training
- Overview of relevant organizational policies and culture (include unspoken norms)

Goals and Development

- Develop learning goal and expectations
- Schedule regular check-in meetings
- Create task lists and/or project descriptions

Plan for Conclusion of Program

- Final assessment/reflection session
- Celebrate achievements
- Assist youth employee to develop summary of skills/responsibilities for resume

Expectations and Protocols

- Work schedule is: _____
- Calling in sick/calling in late policy is: _____
- Break schedule/policy is: _____
- Dress code is: _____
- Phone-use policy is: _____
- Regular Check-in schedule is: _____