



How to Have a Great Day One

Preparation for Day 1:

- Discuss the work program with your colleagues/share an overview of the program with the staff and especially anyone who will be working directly with the student (see template e-mail – CRJ INTRO)
- Identify the main supervisor and determine the departments where the student will be working – the supervisor will be completing time-cards and reviews. Please communicate to your company's relationship manager
- Determine how task will be identified and assigned to your student intern
- Create a schedule and/or check-list for your student (see sample check-list – CRJ Checklist)
- Select a workstation, a workspace, and determine appropriate systems access needed.
- Create a plan for when the main supervisor is unavailable and/or of the office

Day 1:

- Get to know your student
 - 20-30 minute sit-down
 - Define initial goals, objectives of the program, expectations in the workplace
 - Create / Establish clear norms – discuss / complete the student agreement
 - Introduce / Discuss the CRJ Interview Questions
 - Introduce / Discuss the CRJ Goals and Objectives Worksheet
- Welcome / Acclimate the Student
 - Guided tour / parade
 - Getting to know your Workplace exercise / Scavenger Hunt
 - Create structure – draft of daily schedule / task list
 - Be visible / check-in
 - Introduce End-OF Day Performance Check-in / Time-card discussion

Feedback to CRJ Immediately if:

- Inappropriate Computer usage
- Falling asleep on the job
- Listening to music / watching TV / playing video games when it is not permitted
- Extended or Non-Communicated breaks or lunches.
- Leaving without communicating / being dismissed
- Rude or inappropriate attitude to supervisors or co-workers
- Not being accountable for whereabouts (disappearing)
- Not meeting expectations for either quantity or quality of work

Clear expectations to the students and early communication with the CRJ team will preemptively eliminate many of these issues!