



## **Welcome and Onboarding Checklist**

### **Graduation Stall Coordinator**

**2024**

# WELCOME TO VOLUNTEERING!



Welcome,

Volunteering is an immensely **rewarding** experience and we look forward to **learning** more about you, providing **training** and **support** in your new role and throughout your journey with us.

To help you to get started this onboarding checklist includes information that will be important to your role and some tasks that require your action before you can get started. We have provided key dates to help you to keep track of your progress too.

If you would like additional **guidance** or **support** with the activities included in this onboarding checklist or would like an alternative format, please get in touch at **[oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk)**

We hope that you enjoy the **activities, training and events** and we look forward to welcoming you to your new role.

Best wishes.

Volunteering and Representation Team

## Onboarding Information

This information has been designed to guide you through your onboarding and welcome you to your new role.

By completing the tasks and activities using the information provided you can make sure you have everything you need to start your role.

If you have any questions or would like more information about your onboarding, please contact [oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk).

<b>Volunteer role</b>	Graduation Stall Coordinator
<b>Term of role</b>	Please see your Welcome email

## Instructions

To make your onboarding as simple as possible, please follow the steps contained within this checklist, each section contains activities and tasks you will need to complete to be able to start your new role.

When you have completed an activity or task mark it as complete. There will be training, events, key dates, and information about what to expect. If you have any questions about the activities or have accessibility requirements that you wish to share with us, please get in touch, we are here to help.

## The onboarding checklist

is organised into three parts:

- **Part 1 – Essential activities and Important information**
- **Part 2 – Essential Communication tools**
- **Part 3 – Core and role specific training**

## Onboarding Checklist (Part 1)

Please complete this section before you attend your training:

Essential Activities to complete before your training session:	Due date	Complete (Y/N)
<p>Sign onto oustudents.com to</p> <ul style="list-style-type: none"> <li>Complete your <u>onboarding information form</u></li> </ul> <p>This is to accept your role and provide us with information for your volunteering.</p>	29/7/2024	
<p><b>Read information</b></p> <ul style="list-style-type: none"> <li><u>Volunteer Policy</u></li> <li><u>Volunteer Handbook</u></li> </ul>	29/7/2024	

## Onboarding Checklist (Part 2)

In this section we will introduce the **essential communication tools** for you to use in your new role.

Please read each section below.

Essential Communication tools:	Due date	Complete (Y/N)
<p><b>Complete the following</b>  <b>Sign onto the website and follow <u>this link to register with Volunteer SLACK</u></b> we will add you to the private SLACK channel for all Graduation Stall Volunteers and Coordinators and then to the private SLACK channel for your venue.</p> <p><b>On Volunteer SLACK</b> you will be provided with information from the Business Services team about your volunteering and the venue and get to meet your fellow members of your graduation volunteering team online.</p>	5/8/2024	

<p><i>This is also the platform that we use to communicate with all volunteers, news, updates, events, and activities that may interest you. You can also meet all volunteers here!</i></p>		
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## Onboarding Checklist (Part 3)

In this section we would like to help ensure that you have the information and support that you need to settle into your role which includes information about your training.

There will be a dedicated programme of online role specific training that is provided by the Volunteering and Representation Team. **All training and resources relating to your role can be found in the Volunteer Zone.**

Please work through each section below and record your progress as 'complete'.

<b>Book onto the online training session</b>	<b>Due date</b>	<b>Complete</b>
<p>Sign onto oustudents.com website and <u>book a place</u> on your preferred session, so we can gauge numbers (check your emails for reminders with the links to Microsoft Teams online training).</p>	29/7/2024	
<p><b>Online self-study graduation training in the Volunteer Zone)</b></p>		
<p>Sign onto oustudents.com website and follow this link to complete your <u>online self study training for graduations</u> (20 minutes).</p> <p>This is mandatory training for your role and you must press the 'finish' button at the end of the completion of training form.</p>	5/8/2024	
<p><b>Online training session in MsTeams</b></p>		
<p>Join <b>one</b> of these and ensure your venue location is listed in the one you select, otherwise you will need to attend an earlier date.</p>		

[Click here to join Graduation volunteer training Monday 5 August 10 am – 11:30 am attend if volunteering in London or York \(or any other venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Tuesday 6 August 2 pm – 3:30 pm attend if volunteering in London or York \(or any other venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Thursday 8 August 7 pm – 8:30 pm attend if volunteering in London or York \(or any other venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Monday 2 September 10 am – 11:30 am attend if volunteering in Brighton, Newport, Dublin, Glasgow, Birmingham \(or any later venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Tuesday 3 September 2 pm – 3:30 pm attend if volunteering in Brighton, Newport, Dublin, Glasgow, Birmingham \(or any later venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Thursday 5 September 7 pm – 8:30 pm attend if volunteering in Brighton, Newport, Dublin, Glasgow, Birmingham \(or any later venue\) held in Microsoft Teams.](#)

[Click here to join Graduation volunteer training Monday 30 September 10 am – 11:30 am attend](#)

<p><u>if volunteering in Manchester or Poole</u> held in Microsoft Teams.</p> <p>Click <u><a href="#">here to join Graduation volunteer training Tuesday 1 October 2 pm – 3:30 pm attend if volunteering in Manchester or Poole</a></u> held in Microsoft Teams.</p> <p>Click <u><a href="#">here to join Graduation volunteer training Thursday 3 October 7 pm – 8:30 pm attend if volunteering in Manchester or Poole</a></u> held in Microsoft Teams.</p> <p><b>What to expect and how to prepare:</b></p> <ul style="list-style-type: none"> <li>• This is a mandatory 90-minute online training session delivered via Microsoft Teams.</li> <li>• There will be members of staff from the Association and other student volunteers.</li> <li>• We will take you through what is involved and answer any questions you may have.</li> <li>• Read the <u><a href="#">agenda</a></u>.</li> <li>• We will update the <u><a href="#">Volunteer Zone</a></u> with training resources e.g. presentation.</li> </ul>		
<b>Core Volunteer training</b>	<b>Due date</b>	<b>Complete</b>
<p>Sign onto the website and <u><a href="#">follow this link to complete your online self study core training for all volunteers</a></u> (10 minutes)</p> <p><b>IMPORTANT:</b> This training should be completed before commencing your training session.</p> <p>The training is via an online form, which requires you to complete mandatory training areas; Data protection and information security, Safeguarding, Equality and Prevent.</p>	29/7/2024	

## Your commitment

To support you in managing your time around your studies and home life, we aim to offer as much flexibility as possible.

We know that life for an OU Student can be extremely busy.

## What to do if you have a situation or circumstances that mean you cannot volunteer

If you are taking holiday, are unwell, or need to focus on your studies, we understand but just **please let us know as soon as possible** so that alternative arrangements can be made to cover your place by emailing [oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk) and post in Volunteer SLACK private channel for the graduation you were volunteering at.

## Support

We are here to support you and are looking forward to helping you to settle into your role.

Students tell us that starting a new role is exciting, rewarding, and interesting, but if you have any questions or concerns and would like to talk to us, please do, we are here to help.

We look forward to welcoming you and getting to know you throughout your time volunteering.

## Social Events

Attending social events is a great way to discover that there is more to volunteering. Whether you are here to broaden your skills or to make new friends and most importantly have fun!

You can always find out more about what is on in your area here [OU Students Association Events](#).

## Contact Information

Volunteering and Representation team – [oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk)

Business Services team – [ousa@open.ac.uk](mailto:ousa@open.ac.uk)