

Onboarding

New employee orientation – This welcome session introduces new employees to ASUEP's mission, values and JEDI culture. The session includes a technology orientation, confidentiality in the workplace, emergency procedures, a building tour and a review of building protocols. Employees will also learn how to use Workday to complete their initial action items and have professional headshots taken for Workday Directory.

New employee required learning – This series of Workday Learning courses orients new employees to ASUEP's culture, standards of an ethical work environment, JEDI initiatives and communication style awareness.

90-day plan – New employees are guided through their first three months using a comprehensive list of goals and objectives created by their manager to provide clear expectations and a detailed strategy for success

▪ **Department on the job training:**

A student worker learns the essential functions of their job through hands-on guidance by their manager and members of their department

▪ **DISC assessments debrief:**

This meeting, either a manager one-on-one or a team debrief, helps student workers understand how EP uses communication style preferences for more successful interactions and business outcomes

▪ **30-day new employee follow-up survey:**

Student workers respond to questions to evaluate their onboarding and orientation experience.

Skill-building training – Employees will receive job-specific training on Salesforce or Workday for Finance, if needed.

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ASU Enterprise Partners Student worker program

ASU Enterprise
Partners
Arizona State University

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Introduction

ASU Enterprise Partners strives to support the professional development of all employees. To ensure that student workers get the most out of their time at ASUEP, we're launching a new initiative to invest in our student workers' futures and provide student workers with long-term opportunities.

This initiative affects three core elements of the student worker experience. First, we've revamped our onboarding to ensure that students are welcomed into the company and equipped with everything they'll need to succeed. Second, we've provided our student workers with extensive resources to build their technical and professional skills. Third, we've designed a schedule of networking events to expand each student worker's contacts throughout ASUEP.

We want to create an environment where student workers can explore their interests and capitalize on their strengths. Our goal is to ensure that student workers have an opportunity to build the skills that will serve them throughout their careers.



Individual professional development

Professional development plans

— Student workers will create individual road maps for technical and behavioral skills development related to their career goals and develop objectives and action steps to track their success.

Aspire frontline development program

— Aspire provides a snapshot into potential future development career paths or may supplement the career path that a participant is already on by providing a deeper understanding of the role of a frontline fundraiser. Participants are partnered with mentors who work closely with the participants throughout the program.

Development training and webinars

— These job-specific events allow student workers to enhance their skills and abilities when cultivating investors and donors. Topics include alumni and donor relations, development, student philanthropy, social media, fundraising and other best practices.

LinkedIn Learning — This resource provides employees with access to over 8,000 courses on hundreds of professional development topics.

Professional skills workshops

— These workshops are presented throughout the year by experts from ASUEP, ASU and beyond.

Lunch and Learns — These events provide student workers an opportunity to meet their student colleagues and gain a better understanding of ASUEP's business areas. Offered each semester, the topics for these events are based on input from student workers.

Networking Events

ASUEP hosts social gatherings that encourage engagement, provide opportunities to meet department leads and expand a student worker's network of contacts within the organization.

On-site, after-work networking

Community volunteer events

Social dinner events

Sporting events

Q1					
Monthly	Student Worker Lunch by Dept				
Quarterly	Student Worker All-Lunch	Lunch and Learn	Professional Skills Workshop	Community Volunteer Event	
Q2					
Monthly	Student Worker Lunch by Dept				
Quarterly	Student Worker After-Work Networking	Lunch and Learn	Professional Skills Workshop	Community Volunteer Event	Sporting Event
Q3					
Monthly	Student Worker Lunch by Dept				
Quarterly	Student Worker All-Dinner	Lunch and Learn	Professional Skills Workshop	Community Volunteer Event	Sporting Event
Q4					
Monthly	Student Worker Lunch by Dept				
Quarterly	Student Worker All-Dinner	Lunch and Learn	Professional Skills Workshop	Community Volunteer Event	

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