

Sample orientation checklist for new interns

Intern name: _____

Date: _____

Manager name: _____

- Review organization and department missions
- Explain need-to-know items
 - parking
 - workstation
 - specific work dates and times
 - office hours, breaks, lunches
 - pay period and payment information
 - receive contact information from the intern
 - computer use policy
 - equipment policies
 - smoking policy
- Review the internship
 - job description
 - expectations
 - how the internship relates to the company
 - action plan
- Review company standards
 - performance standards
 - attendance and punctuality
 - conduct in a corporate environment
 - general appearance and expected attire
- Explain the work process
 - job authority and responsibility
 - tact and concern
 - resources and secretarial assistance
 - weekly meetings
 - open door policy
 - two-way communication
 - end of internship evaluation
- Orient the intern to the work area
 - notify all staff of the new intern
 - give a tour
 - introduce the intern (name, school, department, applicable projects/duties)
 - make personal introductions and explain work relationships
 - allow time for intern to meet his/her mentor
 - provide a security card (if required)
- Begin the internship