

## Intern Orientation Checklist

### Review Organization and Department Missions

#### Explain Need to Know Items

- Parking
- Workstation
- Specific Work Dates/Times
- Office Hours/Breaks
- Pay Period and Payment Information
- Receive Contact Information from Intern
- Computer Use Policy
- Equipment 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 Corporate Environment
- General Appearance and Expected Attire

### Explain the Work Process

- Job Authority and Responsibility
- Resource Assistance
- Weekly Meeting
- Open Door Policy
- End of Internship Evaluation

### Orient the Intern to the Work Area

- Notify All Staff to the New Intern
- Give a Tour
- Introduce the Intern
- Make Personal Introduction and Explain Work Relationships