



TOOLS

Internship Orientation Checklist

Intern: _____ Date: _____

Supervisor: _____

Welcome and Introduction

- Company philosophy, goals and purpose

Tour of Workplace

- An overview of the company safety plan
- Introductions to coworkers

Tour of Employee Facilities

- Restrooms
- Lunch room
- Where to store personal belongings
- Other _____

About the Company

- Company organizational structure
- Type of business, products, services
- Overview of who the customers are
- Other _____

Department/Position Specifics

- Explanation of work schedule
- Dress and conduct code
- Hours, breaks and lunch policies
- Location of time clock or sign-in
- Attendance requirements, including procedures for calling in when absent
- Relationship to working with other departments or coworkers

Job Specifics

- How to use the phones and office equipment
- Supplies, paper, pens, etc.
- Job description, work-based learning plan and evaluation process

Safety Training

- Safety plan
- Special hazards
- Accident prevention

Supervisor Expectations

- Dress code including clothing, hair and jewelry
- Work performance including productivity and work habits
- Company culture

Materials

- Copy of personnel handbook
- Organizational charts
- Telephone directory
- Security procedures

In general, supervisors should

- Clearly define expected outcomes and timelines upon commencement of internship.
- Use the work-based learning plan as a guide for the internship.
- Provide frequent, honest feedback to the intern as this is a learning experience as well as a job.
- Present opportunities for students to develop skills necessary for success in your industry, providing any initial instruction or information as required for skill development.
- Communicate regularly with the student's teacher.