

## APPENDIX 5

### SAMPLE Intern Orientation Checklist

#### INTERN INFORMATION

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

#### GETTING STARTED—FIRST DAY

- ☐ Greet and introduce to staff!
- ☐ Provide intern with orientation documents (Intern or employee handbook, policies, etc.)
- ☐ Review learning objectives and projects/tasks

#### POLICIES & IMPORTANT INFORMATION

\_\_Review key  
policies & other  
important  
information

- Absenteeism
- Reporting accidents
- Confidentiality
- Public relations & courtesy
- Time and leave reporting
- Discrimination
- EEO/Affirmative action
- Grievance procedure
- Harassment/Sexual Harassment
- Political activity
- ADA & Reasonable accommodation
- Smoke-free workplace
- Emergency procedures
- Drug-free workplace
- E-mail and internet use
- Dept/position-specific policies

#### ADMINISTRATIVE PROCEDURES

☐ Review  
general  
administrative  
procedures

- Office/desk/work station
- Mail
- Bulletin boards
- Purchase requests
- Telephones
- Badge/access card
- Vehicles
- Turn in employment paperwork

#### INTRODUCTIONS & TOURS

☐ Intro to dept  
staff and key  
personnel

☐ Tour of  
facility,  
including:

- Restrooms
- Photocopier/printer
- Parking
- Bulletin boards
- Office supplies
- Lunchroom
- Emergency exits
- Conference rooms

#### POSITION INFORMATION

- ☐ Introductions to the team
- ☐ Review learning objectives, including job assignments and training plans.
- ☐ Review position description and performance expectations and standards.
- ☐ Review schedule and hours.
- ☐ Review payroll timing, time reporting, and policies and procedures.

#### TECHNOLOGY

☐ Hardware and  
software,  
including:

- E-mail
- Intra/internet
- Shared drives
- Dept specific software/hardware
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### *SAMPLE* Intern Informal Weekly Check-in: Meeting Checklist

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**Seven steps to an effective check-in conversation:**

(Check the blank to the right of each step when executed)

1. Solicit and answer intern questions. \_\_\_\_\_
2. Ask intern to identify any issues or sticking points; then provide guidance and possible solutions. \_\_\_\_\_
3. Ask intern for status reports on open projects. \_\_\_\_\_
4. Have intern provide follow-up reports on completed projects: What did they learn? What did they enjoy? What were they challenged by? \_\_\_\_\_
5. Praise intern accomplishments or areas of above-average performance. \_\_\_\_\_
6. Address any subpar performance and giving specific suggestions for improvement. \_\_\_\_\_
7. If possible, give intern a sense of upcoming projects or workload. \_\_\_\_\_