

# ONBOARDING CHECKLIST FOR NEW INTERNS

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

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

Intern Position Title: \_\_\_\_\_

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

## RATIONALE

Onboarding conveys an organization's brand and values, explains your professional culture, aligns institutional expectations and performance and provides the tools for interns to be successfully assimilated into his or her position with a quicker ramp-up to productivity. The sooner interns become active in learning the culture of the company in a meaningful manner, and other necessary procedures, the sooner they will become meaningful contributors. Taking 1-2 days at the very start of the internship period to properly onboard interns will save you time. A smooth transition will minimize organizational disruption and ultimately influence the effectiveness of the internship experience for everyone.

## DURING THE FIRST WEEK

A great first day matters for establishing a positive tone moving forward. Take care of important details ahead of their arrival. Make sure you have a functional work area and necessary equipment ready for them. Introduce new employees to everyone on your team, or even the entire company if that's feasible. Plan to take them to lunch. You want to make interns feel immediately welcome, important, and part of the team.

- |   |   |
|---|---|
| <input type="checkbox"/> Assign "buddy" employee to answer general questions. | <input type="checkbox"/> Security & emergency procedures      |
| <input type="checkbox"/> Work area  | <input type="checkbox"/> Dress Code                           |
| <input type="checkbox"/> Restrooms  | <input type="checkbox"/> Confidentiality                      |
| <input type="checkbox"/> Parking  | <input type="checkbox"/> Cell phone use                       |
| <input type="checkbox"/> Building access cards                                | <input type="checkbox"/> E-mail & Internet use                |
| <input type="checkbox"/> ID badge   | <input type="checkbox"/> Personal conduct standards           |
| <input type="checkbox"/> Office/desk/work station                             | <input type="checkbox"/> Procedure when absent or late        |
| <input type="checkbox"/> Introduction to team/staff                           | <input type="checkbox"/> Internship Agreement & Learning Plan |
| <input type="checkbox"/> Tour of facility                                     | <input type="checkbox"/> Performance reviews                  |
| <input type="checkbox"/> Copier/fax machines                                  | <input type="checkbox"/> Review intern schedule & hours       |

## DURING THE FIRST 30 DAYS

- Conduct Q & A sessions about information covered.
- Establish short informal daily check-ins for directed learning while working on projects.
- Revisit responsibilities & expectations.
- Together create an action plan for intern project.
- Jointly develop a list of goals.