

ORIENTATION TO INTERNSHIP SITE CHECKLIST

Intern's Name: _____ Start Date: _____

Intern Position Title: _____ Mentor's Name: _____

FIRST DAY

- Provide intern with Intern/New Employee Manual.
- Assign "buddy" employee(s) to answer general questions.

POLICIES

- Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Performance reviews
 - Dress code
 - Cell phone use
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
 - Internship Agreement
 - Office/desk/work station
 - Keys
 - Telephones
 - Parking access
 - Building access cards
 - Conference rooms
 - Picture ID badges
 - Office supplies

INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
- Tour of facility, including:
 - Restrooms
 - Mail rooms
 - Copy centers
 - Fax machines
 - Bulletin board
 - Parking
 - Printers
 - Office supplies
 - Kitchen
 - Coffee/vending machines
 - Cafeteria
 - Emergency exits and supplies

POSITION INFORMATION

- Introductions to team.
- Review initial Internship Agreement.
- Review intern position description and performance expectations and standards.
- Review intern schedule and hours.
- Review policies and procedures.

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Microsoft Office
 - Databases
 - Intranet
 - Data on shared drives
 - Internet