

## **Orientation Checklist**

(Sample-can be changed or altered)

Explain about the organization structure

- Introduce the intern to employee who will be their supervisor/mentor
- Explain what your company does, design, sales, construction
- Describe the type of customers the intern will be dealing with
- Explain who can answer questions if the supervisor/mentor is unavailable
- Who makes the final decisions and how are they made

Outline organization policies, rules, expectations

- Explain the work standards and procedures
- What access to the supervisor/mentor will the intern have
- Explain the procedure for reporting the progress of the project
- Explain office procedures, telephone system, handling mail, answering the telephones
- Relate to the intern how their assignments will be in their field of study
- Discuss with the intern if there are any confidentiality issues they need to know
- Review the dress code, maintaining their work space and any other pertinent information they need to know about the company
- Provide an introduction to all of the employees that the intern will be working with and explain their duties

Describe intern responsibilities

- Review with the intern their job/project assignment(s)
- Show the intern where all the tools they will need for the job/project is located and explain their usage, if the intern is not familiar with them
- Provide the intern with any training that may be required to do their job/project
- Discuss how the intern should interact with clients and vendors
- What job/projects can be completed without supervisory approval
- Explain to the intern that they

Supervising the intern

- Make sure the supervisor/mentor is available for questions. Periodically check on the intern to see if they have any questions or concerns
- Offer feedback, keep the doors of communication open
- Listen to the intern, ask if they have questions that have not been previously answered