



Orientation Checklist

Before the Internship Starts: (1-2 weeks prior)

- Prepare all staff members
 - Have a brief meeting regarding the interns job/role will be
 - Encourage staff members to share their knowledge and expertise
- Have a meeting with those who will be directly involved with the intern and review specific project, assignment or duties to ensure expectations are clear
- Have the agency policies, procedures, and rules printed out for intern
- Request any workspace, computer, phone, mail, parking pass and any other items that may apply to their learning process (pens, paper, folders, etc.)
- Prepare a **“Welcome Packet”** that includes the following:
 - Welcome letter
 - Agency’s mission and goals
 - Policies, procedures, and rules
 - Employee Acknowledgement of instruction in testing for illegal use of drugs
 - Policy on Smoking
 - Standards of Conduct State Ethics
 - Sexual Harassment in the Workplace Policy
 - Substance Abuse Policy
 - Code of Fair Employment Practices
 - Domestic Violence and the Workplace Policy
 - Memo of Understanding
 - To be signed by agency, student and/or college/university
 - Intern Emergency Contact Information
 - Intern Time Sheet – if applicable, depending on compensation
 - Staff resources (names, phone numbers and email)
 - Parking information
 - Office hours, breaks and lunches
 - I-9 Form and W-4 Form (if applicable)
- Mail or Email the intern the “Welcome Packet” as early as possible after confirming a state date. This will provide the intern enough time to review and gather any necessary information required
- Maintain communication with your intern depending on their state date and check in on them to provide general information or a courtesy email. (This will promote goodwill and a start of a good relationship with the intern)
 - Remind your intern to remember to bring all documents enclosed in the Welcome Packet on their first day
- Send an email/announcement stating that the intern will be starting on [Date]

- If necessary, conduct reference and background check

First Day

- Welcome and introduce the intern to the office
- Discuss the plan for the day
- Go over the information in the **Welcome Packet**
- Discuss goals, objectives and expectations throughout the internship process for both parties
- Review intern job description and responsibilities
- Explain the work process
 - Weekly or bi-weekly meeting to discuss their progress and receive feedback
 - Open door policy
 - End of the internship evaluation
- Tour the office
 - Work station
 - Main function(s) of the department
 - Telephone Etiquette for department
 - Training on computer, software, processes, forms, and etc.
- Encourage to ask questions

Managing the Internship Process

- Maintain the weekly or bi-weekly meeting with the intern
- Review the progress of the on-going projects and assignments the intern is working on
- Encourage feedback on their assignment
- Any help that is needed with the job
- Discuss any concerns, career related subjects, school subjects, projects or questions
- Encourage participation in any events facilitated by the agency/department

Internship Completion

Participation in a formal exit interview and evaluation process should be completed between the agency and student. Providing additional feedback allows us to note any program improvements and allows recognition of agencies and departments that provide outstanding learning opportunities.

Please follow the steps below:

1. Conduct a final progress and performance review with the intern
2. Identify and discuss any goals, achievements, objectives and development that was or wasn't met throughout the process
3. Complete the evaluation forms **(See Intern Evaluation Form and Agency/Department Evaluation Form)**

Send your evaluation forms to:

[AGENCY]
[DEPARTMENT]
[ADDRESS]
[PHONE NUMBER]
[EMAIL]

4. Complete college/university evaluation process (if applicable)
5. Consider a letter of recommendation for the intern